

FEDERAL BUREAU OF INVESTIGATION
FOI/PA
DELETED PAGE INFORMATION SHEET
FOI/PA# 1346539-0

Total Deleted Page(s) = 65

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UNITED STATES GOVERNMENT

Memorandum

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10-07-2011 BY 60324 uc baw/sab/clb

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Director's Sec'y _____

TO : Mr. Bassett

DATE: 5/12/77

FROM : J. P. Flynn

SUBJECT: BUPLANS

PURPOSE: To discuss changes in BUPLANS in light of current circumstances and recommend changes.

DETAILS: The Alexandria Field Office has suggested that the wording of Part II, Section 5, I.A. 4 of the Defense Plans Manual regarding "Arrangements for Transportation of Records and Equipment" is not realistic in light of current circumstances. This section reads that discreet arrangements are to be made with trucking companies to transport records and equipment to a relocation site during an emergency.

The BUPLANS Desk referred this matter to the Administrative Services Division as within our purview.

It is unrealistic to assume that effective cooperation could be expected from commercial trucking companies regardless of what prior arrangements had been made or promised. A more effective and realistic arrangement would be to depend on our own automotive equipment and possible privately owned vehicles of Bureau employees.

RECOMMENDATION: That the BUPLANS Desk revise the Defense Plans Manual, Part II, Section 5, I.A. 4 to read:

ARRANGEMENTS FOR TRANSPORTATION OF RECORDS AND EQUIPMENT

Plans for transportation of equipment and records to the relocation site should be made utilizing Bureau owned vehicles and employee personally owned vehicles as appropriate.

APPROVED:

Director _____
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REC-70

(Intelligence Division)



1-77
JCA:jby
(3)

79 SEP 16 1977

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

1 -

FEDERAL GOVERNMENT

BY LIAISON

Date: May 19, 1977

To: Director, Federal Preparedness Agency
General Services Administration
18th and F Streets, Northwest
Washington, D. C.

Attention: Director, Western Virginia
Operations Office

FPA/GSA
Room 4209, GS Building

From: Clarence M. Kelley, Director

Subject: FBI CADRE PERSONNEL

Enclosed for Federal Preparedness Agency (FPA)
Special Operations Officer are three photographs each of
Director Clarence M. Kelley and Associate Director Richard G.
Held.

O Buplans Emergency Headquarters
It is requested that FPA Special Facility and
combined JEEP transportation Ruscard badges be issued to
them.

Also enclosed are three photographs each of
Messrs. Homer A. Boynton, Jr., William O.
Cregar, James C. Farrington, Earl P. Herndon, James O. Ingram,
Herbert L. Korahan, Jr., Eugene Peterson, and

It is requested that Ruscard badges for FPA Special
Facility be issued to them.

Assoc. Dir. _____
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Public Affs. Off. _____
Telephone Rm. _____
Director's Sec'y _____

2 - Executive Director, FPA/GSA - Enclosures (48)
Attention: Special Operations Officer
Room 4235, GS Building

DIM:vb

(6)

SEE NOTE PAGE TWO

TELETYPE UNIT ☐

FBI/DOJ

Director, Federal Preparedness Agency
General Services Administration

NOTE:

In the event of a national emergency requiring relocation of Government operations, the above personnel are designated to relocate [redacted]

[redacted] A special pass issued [redacted] is necessary to gain admittance to this facility. A combined [redacted]

[redacted] The FBI has been [redacted]

FPA is replacing the [redacted] with the [redacted]

[redacted] memorandum of Bernard T. Gallagher, Director, Western Virginia Operations Office, dated 2/11/77, captioned [redacted]

will not be valid after 7/1/77. Mr. Lavery, Special Operations Officer, FPA, advised 5/6/77, to submit pictures only for personnel who now have the [redacted]

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APPROVED:

Director _____
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Dep. AD Inv. _____

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Training _____
Public Affs. Off. _____

Date: June 9, 1977

BY LIAISON

To: Director, Federal Preparedness Agency
General Services Administration
18th and F Streets, Northwest
Washington, D. C.

FEDERAL GOVERNMENT

Attention: Director, Western Virginia
Operations Office
FPA/GSA
Room 4209, GS Building

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From: Clarence M. Kelley, Director

Subject: FBI CADRE PERSONNEL

BUPLANS - GENERAL

Please delete the following names from list of
cadre personnel of this Bureau: Messrs. Louis J. Brune, Jr.,
Karl V. Hetherington, [redacted]

[redacted] have been
returned to Federal Preparedness Agency (FPA) Special Opera-
tions Officer.

Enclosed for Special Operations Officer are three
photographs and completed GSA Forms 9033 and 9038, each accom-
panied by completed GSA Form 3292 for [redacted]

[redacted] replaces Mr. Louis J.
Brune, Jr., as Defense Plans Coordinator for this Bureau,
[redacted] as the alternate
Defense Plans Coordinator, and no replacement has been named
for [redacted]. They should be carried as [redacted]

The above individuals have
"Top Secret" clearance based on an FBI background investiga-
tion. The date of [redacted] clearance is 2/18/62, and [redacted]
[redacted] clearance is 7/1/57. *REC-108* *66-17381-3516* *17 JUN 14 1977*

Also enclosed for FPA/EGG is completed questionnaire
concerning Directory of Federal Department and Agency Emergency
Coordinators/Alternates and IEPC Members/Observers with GSA
Form 3292-A for [redacted]

It is requested that Ruscards badges for FPA Special
Facility be issued to them.

Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____
Asst. Dir.: 2 - Executive Director, FPA/GSA - Enclosures (14)
Adm. Serv. _____ Attn: Special Operations Office
Crim. Inv. _____ Room 4235, GS Building
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NOTE: The term [redacted] is used by FPA for Defense
Plans Coordinators and their alternates who require access to
its Emergency Operations Center, but are not designated to
relocate to that site.

APPROVED:

Director _____
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66-17381

TELETYPE UNIT ☐

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Date: July 12, 1977

BY LIAISON

To: Executive Director, FPA/GSA
Room 4209, GS Building
18th and F Streets, Northwest
Washington, D. C.

Attention: Special Operations Officer

From: Clarence M. Kelley, Director

Subject: FBI CADRE PERSONNEL

OBPLANS - Emergency Headquarters

The following green picture badges are being returned
to you:

[Redacted]
008-006 - Eugene C. Peterson
008-007 - Clarence M. Kelley
008-008 - Richard G. Held
008-009 - [Redacted]
008-011 - Bell P. Herndon
008-012 - [Redacted]
008-014 - [Redacted]
008-015 - James C. Farrington
008-016 - William O. Cregar
008-018 - [Redacted] EC-93
008-019 - [Redacted]
008-020 - [Redacted]
008-024 - James O. Ingram
008-027 - Herbert L. Monahan, Jr.

Mr. Homer A. Boynton, Jr., advises he has been unable
to locate [Redacted] despite a thorough
search of his office and residence. He is continuing his efforts
to locate the badge and when it is found, it will be returned
to you.

Enclosures (15)

Assoc. Dir. DIM:mmmr (4)
Dep. AD Adm. mm
Dep. AD Inv. mm

Asst. Dir.: Note: FPA advised by letter dated 2-11-77, they were replacing

Adm. Serv. mm
Crim. Inv. mm
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Legal Coun. mm
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Telephone Rm. mm
Director's Sec'y mm

MAIL ROOM ☒ TELETYPE UNIT ☐

UNITED STATES GOVERNMENT

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Memorandum

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 10-07-2011

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Director's Sec'y _____

TO : Mr. Cochran *JC/m*

DATE: 8/3/77

FROM : A. C. Frank

SUBJECT: ~~BUPLANS EVALUATION~~ [REDACTED] *Headquarters for E.O.F.*
~~EMERGENCY OPERATING FACILITY (EOF)~~

PURPOSE: To outline the findings of a special advisory committee which has performed a comprehensive on-site evaluation of the Bureau's EOF.

SYNOPSIS: As outlined in my memo to you 6/6/77, the Federal Preparedness Agency (FPA) was requested to assemble a team of specialists to evaluate our EOF. Subsequently, an advisory committee was established and three specific on-site surveys were performed. Our Emergency Coordination Team was involved in all of the surveys and has developed the attached report outlining findings, determinations, and recommendations of the committee.

The thrust of these findings are that it is totally infeasible to establish an EOF with 100 percent probability of survival in a nuclear attack. Further, the best that can be done is to make certain assumptions based on known probabilities and provide a reasonable degree of protection, consistent with the national posture, on that basis. *BC b7E*

[REDACTED]
[REDACTED]
[REDACTED] There are other deficiencies as outlined in this report which are not as crucial as emergency power but which are essential to an effective EOF. These are comprehensively identified in the report with recommendations relative to correcting these deficiencies.

Funds have been previously allocated to correct the emergency power situation and an ^{extensive} effort is being made to derive a reasonable and immediate solution to this problem. No

Enclosures *5*

- ENCLOSURE* *ST-124* *REC-70* *DE-40* *66-17381-3518*
- 1 - Mr. DeBruler
 - 1 - Mr. Long, Attn: Mr. Groover
 - 2 - Mr. Meincke, Attn: 1 - Mr. Campbell
1 - Mr. Salisbury

1 - Mr. Campbell

REM:jw (8) *ST* CONTINUED - OVER

for Telecommunications
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Exempt from GDS, Category 3
Date of Declassification Indefinite

17 AUG 23 1977

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Memorandum to Mr. Cochran
Re: Buplans Evaluation [redacted]
Emergency Operating Facility (EOF)

other funds have been allocated for emergency planning and EOF enhancements; therefore, it will be necessary to develop a financial plan in coordination with the Finance and Personnel Division and thereafter implement a systematic program to develop the EOF to its ultimate potential.

RECOMMENDATIONS:

1. That the Bureau approve the attached on-site evaluation of the [redacted] as the Bureau's policy relative to the operation and enhancement of the EOF.

APPROVED: [initials]
Director [initials]
Assoc. Dir. [initials]
Dep. AD Adm. [initials]
Dep. AD Inv. [initials]

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2. That the Budget and Accounting Section assist the Buplans staff in determining an appropriate time frame and financial plan relative to implementation of attached report and that a budget be developed for future contingencies relative to emergency planning.

APPROVED: [initials]
Director [initials]
Assoc. Dir. [initials]
Dep. AD Adm. [initials]
Dep. AD Inv. [initials]

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DETAILS: As outlined in my memo to you 6/6/77, captioned "Buplans - Survey of Emergency Operations Center [redacted] copy attached, the Federal Preparedness Agency (FPA) was requested to arrange for a team of specialists to conduct a survey [redacted]

An advisory committee was subsequently established and broken down into three groups to perform separate on-site surveys during the month of June. The FBI Emergency Coordination Team, which consists of the Buplans Coordinator, Alternate Buplans Coordinator, and the [redacted] was involved in each of the surveys and developed the attached report which outlines the findings, determinations, and recommendations of the committee.

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Memorandum to Mr. Cochran
Re: Buplans Evaluation [redacted]
Emergency Operating Facility (EOF)

It is readily apparent that emergency operating facilities, by their nature and due to the many unknown and diverse effects of nuclear attack, are at best a gamble based on oversimplified assumptions. The concept of complete protection during nuclear preattack, transattack and postattack is a myth and any attempts to develop such a capability would be unbelievably expensive and would probably result in an elaborate tomb. An example which tends to substantiate this conclusion is the recent development of the Neutron Bomb, the effects of which are a total mystery to the experts within the Defense Civil Preparedness Agency (DCPA) and FPA who are responsible to develop programs to protect against such eventualities. Realistically, it will be many years before the effects of this weapons system are identified and protection techniques developed. Additionally, electromagnetic pulse (EMP) is a phenomena which results from nuclear blasts. EMP induces high power surges into electrical and communications lines and equipment with devastating effects. This phenomena has been known for many years but to date no firm conclusions have been reached relative to anticipating the intensity or providing protection to all EOF locations. These and other similar examples indicate that it is altogether feasible to develop an ideal EOF, based on current knowledge, and still be rendered inoperable due to unanticipated effects. Therefore, emergency planners are faced with making certain basic assumptions, providing relative protection based on these assumptions, and accepting the probability that some or all of these assumptions may be totally wrong.

It is obvious that the [redacted] has never been a viable entity, even though planned prior to the construction of the [redacted] and that certain basic enhancements are necessary to provide any degree of survivability. On this basis, it is felt that the attached report should be adopted as the Bureau's policy relative to making the EOF operational and retaining a posture comparable to the rest of the Category A Federal Agencies. This will require the development of a comprehensive plan and budget for the EOF.

Funds were allocated in the FY 75 budget to make the emergency power (generator) facilities [redacted] operational and the Buplans staff has recently met with GSA and insisted that they expedite their latest engineering survey relative to accomplishing this. No other funds have been allocated specifically for the EOF

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Memorandum to Mr. Cochran

b7E

Re: Buplans Evaluation [REDACTED]
Emergency Operating Facility (EOF)

or emergency planning in general. Therefore, it will be necessary for the Buplans staff to meet with the Budget and Accounting Section of the Finance and Personnel Division to determine a feasible time frame and financial plan relative to implementing the attached report and future emergency planning functions.

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FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 10-07-2011

Mr. Cochran

6/6/77

A. C. Frank

BUPLANS -
SURVEY OF THE EMERGENCY OPERATIONS CENTER (EOC)

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PURPOSE: To outline the need for an in-depth survey of the FBI's EOC and the establishment of an Advisory Committee composed of personnel from General Services Administration/Federal Preparedness Agency (GSA/FPA), Defense Civil Preparedness Agency (DCPA), Defense Communications Agency (DCA), Department of Justice (DOJ), and the Federal Bureau of Investigation (FBI).

DETAILS: Over the past several months the Buplans Desk has reviewed the survivability and operational potential of the [REDACTED] EOC. This has involved review of previous FPA and DCPA annual surveys of the site, other associated background, and a physical survey. These surveys cover the time period from prior to construction of the current facility through May 1976. Many inconsistencies have been noted, particularly in the area of structural survivability and operational potential. Coincidental with this review, Thompson S. Crockett, Acting Director, Security Programs Staff, DOJ, who is responsible for DOJ Emergency Operations, also expressed concern as to the suitability of the facility since it also serves as the [REDACTED] EOC for DOJ personnel.

In an effort to resolve the questions presented by the review and those presented by DOJ personnel, contact with FPA and DCPA was made and all inconsistencies were discussed at a meeting on 6/2/77. It was agreed by all agencies represented, i.e., FBI, DOJ, FPA, DCPA, and DCA, that a new survey should be conducted. This survey should not consider previous findings, but should take a new and unbiased look at the facility.

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ENCLOSURE

66-17381-3518

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Memorandum to Mr. Cochran

Re: Buplans -

Survey of the Emergency Operations Center (EOC)

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In accordance with that agreement, three survey teams have been established. Team One will study structural survivability Team Two communications facilities and survivability, and Team Three the various support functions necessary to insure the facility is operable during a nuclear emergency situation. FBI personnel will participate with all teams and will provide subsequent reports and recommendations relative to the findings.

This matter has been coordinated with the Training Division, Intelligence Division, and the DOJ Emergency Operations Center.

ACTION: For information.

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DATE 10-07-2011

ON-SITE EVALUATION [REDACTED]

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[REDACTED]
FACILITY (EOF) BY ADVISORY COMMITTEE

Three separate on-site inspections were made [REDACTED]
[REDACTED] for Support, Facilities, and Communications on
June 10, 13, and 15, last, respectively. The following are
the individuals who participated in the inspections:

1. Support - [REDACTED]

2. Facilities - [REDACTED]

3. Communications - [REDACTED]

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The following is an outline of the findings and deter-
minations:

I. DESCRIPTION OF SITE

The FBI/DOJ Emergency Operating Facility is housed at

[REDACTED]

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(Location and floor plans of the EOF are appended
to this outline.)

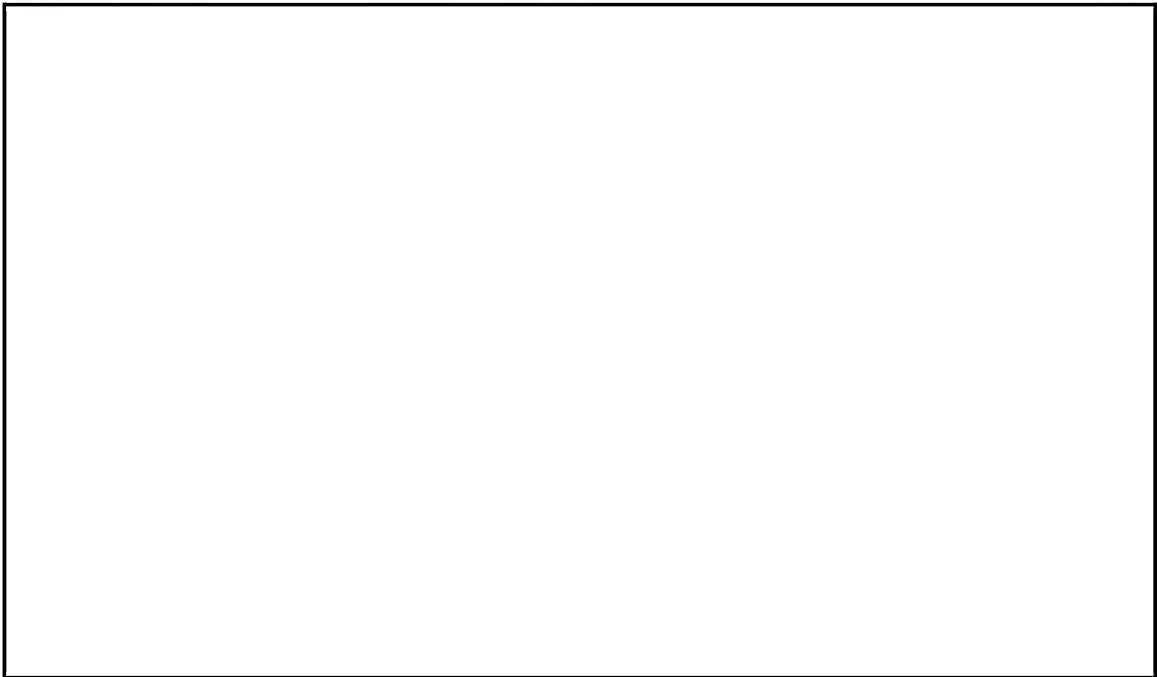
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66-17381-3516

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II. SUPPORT



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B. Food Service:

Situation: Sufficient kitchen and dining facilities, including a range and microwave oven, are located in the first level of the EOF, with the exceptions of a vent for the kitchen range, suitable dishwashing facilities, and a feeding plan. The dining area is adjacent to and accessed through a common door at the rear of the kitchen.

Recommendations:

1. Install a vent for the kitchen range.
2. With assistance of FPA develop a feeding plan. (FPA will provide copies of similar plans, and perform an on-site evaluation at which time such matters as appropriate tableware, glassware, and garbage disposal will be appropriately addressed. Their recommendations can then be implemented by the FBI in a normal manner.)
3. Install three-tub sink for dishwashing.

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C. Laundry Facilities:

Situation: Two complete sets of washers and dryers are available within the EOF. One set is in the decontamination area to augment the decontamination facilities; however, it can also be used for normal laundry purposes when not being used in decontamination process.

Recommendation: Augment the washers and dryers with hand wash tubs to conserve water.

D. Water:

Situation: Approximate amount of water available for use during an emergency is unknown. A 500 foot well is available for emergency operations with an estimated capability of 45,000 gallons with slow recovery capability. The only other source of water is that which is trapped within the EOF.

Recommendations:

1. Conduct a thorough computation of all water available to the EOF as well as projected water requirements during emergency operations. Request DCPA assistance in computing the quantity and availability of trapped water. Identify other nearby sources of trapped water in the event EOF water sources are consumed or lost.
2. Based on findings of (1) above, develop a plan for the usage and conservation of water during an emergency. Also consider the feasibility of developing an alternate source of water, e.g., drilling another well in a diverse location.

E. Sewage System:

Situation: Adequate sewage disposal facilities are on site; however, these are not connected to the emergency power system.

Recommendation: Connect sewage pumps to emergency power system.

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F. Emergency Power:

Situation: The 750 KVA emergency generator on site is not operational. Wiring is installed to essential facilities and a fuel source is available to be connected to the generator when it is made operational. Numerous engineering surveys have been performed relative to making the generator operational; however, none have produced a satisfactory solution. GSA's Public Building Service (PBS) recently performed another engineering survey predicated on moving the generator out of the EOF and making it operational in an adjacent underground facility to be constructed. This appears to be the only practical solution, and funds are available to effect this change as soon as PBS provides their report.

Recommendations:

1. If the PBS survey is favorable, remove the emergency generator from the EOF and install it in an adjacent underground enclosure to be constructed.
2. If PBS survey indicates it is not feasible to move the generator, acquire and install a smaller generator to fulfill the minimal essential needs of the EOF.
3. When generator is operational, survey feasibility of converting the switch panel for automatic cutover.

G. Air Intake System:

Situation: The air intake is located in an open shaft which may be filled with debris during an emergency. It is equipped with an effective blast-activated shut-off valve.

Recommendation: Install a steel grating above the air intake shaft cantilevered over the emergency entrance to preclude debris falling into the shaft and fouling the air intake system. (This can be designed, procured, and installed [redacted])

[redacted]

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H. Air Conditioning:

Situation: The entire EOF is air conditioned and the system is connected to the emergency power system. The air conditioning is considered adequate; however, it will be necessary to compute water and power consumption necessary to operate the associated chillers.

Recommendations:

1. Compute water and power required to operate air conditioning equipment and determine minimal essential requirements for emergency operation.
2. If evaluation shows it is not feasible to operate the chillers, consider providing separate air conditioning for communication center and other areas where air conditioning is essential.

J. Radiological and Chemical (RC) Protection:

Situation: (Radiological). Appropriate gieger counters and docimeters are available for radiation detection, but an additional 285 docimeters are needed to provide one for each team member. The gieger counters need to be recalibrated on a periodic basis and DCPA can perform this function for us. Three hundred sets of coveralls and foot apparel are needed to permit team members to remove contaminated clothing upon entering the EOF. These can also be used to provide a change of clothing for team members. The current radiological filter system is considered adequate; however, it is cumbersome to implement due to the procedures required to redirect fresh intake air through the filter system during emergencies. The following steps are required:

Open the filter chamber door and proceed to unbolt the main air shaft cover. Leave this area and proceed to the other side of the chamber where a metal flange approximately six feet high and three feet wide is bolted to the wall. Remove all of these bolts prior to entering the air chamber. Once inside, seal the main air duct, thereby insuring fresh air is redirected through the filter system. Replace and rebolt the flange.

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Situation: (Chemical). No filter system, alarm system, antidote medication, or protective clothing for chemical protection are available for the EOF.

Ample space exists behind the existing radiological filters to add chemical filters. A number of chemical detection devices are currently available. FPA recommends the Ion Detection System, which costs approximately \$10,000, to be connected to the poppet valve which controls the air intake system. Gas masks effective against RC agents are needed to augment the filtration systems. It may be possible to procure these masks through surplus channels; however, surplus masks are frequently either defective or the filters are not effective against RC. FPA can provide guidance in this area. [redacted] filters are available for the standard

[redacted] mask at approximately \$8 a pair. If new masks are to be purchased, the [redacted] is the preferable type at approximately \$40 each. Six hundred doses of the new nerve agent antidote injector, commonly called the [redacted] at \$3 each, and 25 of the new [redacted] [redacted] for skin decontamination should be procured. Thirty protective suits should be procured for the specialized disaster preparedness teams.

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(Two documents are available through FPA regarding RC protection which are [redacted]

[redacted]
or contact [redacted]

[redacted] for consultation. Detection system contact is [redacted]

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Recommendations:

1. Perform an air flow study to determine the feasibility of diverting airflow through the filter system on a continuous basis, thereby eliminating the need to redirect the air under emergency conditions.
2. If "1" above proves infeasible, replace the metal flange with a door for easy and fast access into the air chamber. Equip both air duct openings with metal covers on hinges to permit opening or closing with a single latch rather than the bolt system now in use.

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3. Obtain 285 pocket docimeters from FPA, and schedule periodic recalibration of gieger counters.
4. Procure 300 sets of coveralls and foot apparel of various sizes.
5. Request that FPA Engineering and Services Staff perform a feasibility study regarding installation of chemical filters.
6. Implement chemical filters within the EOF based on findings of above study.
7. Procure and install Ion Detection System, 300 gas masks which are certified for RC protection, 600 doses of [REDACTED] and 30 RC protective suits.

K. Operations Plan:

Situation: The FBI has plans for operation during an emergency to fulfill its essential jurisdictional responsibilities; however, no plan exists for facility management and on-site assignment of specific tasks, during an emergency. A plan which outlines procedures and assignments such as preparation of site upon receiving order to relocate, identification and admission of relocatees, posting of security personnel, decontamination procedures, scheduling (meals, work shifts, desk and work space, etc.), responsibility for casualties, and other essential functions is necessary for the orderly and effective utilization of the EOF.

Recommendation: Develop a comprehensive operational plan. FPA has offered assistance and guidance in this matter.

III. FACILITIES

A. Vulnerability:

Situation: [REDACTED]

[REDACTED] DCPA evaluated the structure during final phase of construction and determined that the upper level ceiling [REDACTED] the lower level ceiling [REDACTED] and the total structure [REDACTED]

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Based on this latest inspection DCPA reaffirmed the above evaluation but concluded the EOF would have only [redacted] because of damages that would result due to lack of blast closures. [redacted] provided a "Hazard-74" evaluation of the EOF site in which he indicated there is a [redacted] [redacted] On this basis DCPA has concluded that installation of reinforced concrete blast closures at the three stairwells and two elevator openings would raise the operational survivability level [redacted] or the same point at which the first level ceiling would fail. Various other possibilities for strengthening the EOF structure and thus raising the probability level for operational survivability were surveyed. [redacted]

[redacted]

Recommendations:

1. Have an engineering and cost survey performed, in coordination with DCPA, relative to installation of [redacted]
2. Upon conclusion of above survey weigh various alternatives and recommend appropriate enhancements to the EOF.

IV. COMMUNICATIONS

A. Circuit Routing:

Situation: [redacted]

[redacted]

[REDACTED] AT&T's contingency plans for restoration of service to Category A EOFs has been reviewed by WCD and is considered sufficient to preclude justification for expenditure required for alternate routing scheme. Commercial telephone circuits serving the EOF are [REDACTED]
[REDACTED]

Recommendation: No further action be taken relative to providing alternate routing of ICS circuits.

B. [REDACTED]

Situation: [REDACTED]

[REDACTED] however, WCD recommends against implementation of this equipment since it would generate excessive heat, would be difficult to operate and maintain, and cannot be effectively protected against EMP. WCD recommends that if existing [REDACTED]
[REDACTED]

due to air blast vulnerability. WCD will provide FBI with physical and cost data relative to more survivable antenna systems that could be used.

Recommendations:

1. [REDACTED]

2. [REDACTED]

C. [REDACTED]

D. [REDACTED]

V. CONCLUSIONS

[REDACTED]

Based on the Findings and Determinations outlined above, it was concluded that only three practical alternatives exist relative to improving [REDACTED] EOF and, thus, our emergency preparedness posture. These alternatives are (1) to make practical enhancements to, and develop a viable operational plan for the existing EOF; (2) Same as (1) [REDACTED]

[REDACTED] (3) to construct an additional smaller arch-type structure with minimal essential facilities adjacent to, and accessible from, the existing EOF.

It is the general consensus of the Advisory Committee members who participated in the on-site evaluations that FBI's EOF is potentially equal to, or better than, the vast majority of EOFs within the Federal ARC; that the EOF is superior to most emergency facilities elsewhere in the country; that the installation of blast closures and reasonable ongoing enhancements are all that is necessary to retain this posture; that enhancements relative to increasing the operational survivability [REDACTED] [REDACTED] would result in very significant expense for very minimal increased capability; and that any assessment, at this time, is highly speculative based on certain obscure assumptions.

If the goal in having the EOF is to remain operational and our posture is on a par with, or better than, the rest of the Government facilities with which we would necessarily interact to remain operational, there is little benefit in having a vastly improved facility. In this regard, major enhancement to the EOF would only result in increased survivability for key officials. If limited survivability is the primary goal, this could probably be more reasonably and effectively realized if key officials were relocated to Bravo Site, or one of the other more survivable facilities which currently exist. Based on these considerations, it was concluded that blast closures and other practical enhancements as described above, should be made to the existing facility.

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If the above approach is unacceptable and it is deemed necessary to provide a high degree of survivability [redacted] EOF, the only effective alternative is to build a separate underground arch-type structure to be equipped with absolute minimal essential facilities and shockmounted [redacted] Such a facility could be located adjacent to the existing EOF so that whatever facilities left intact following an attack could be utilized. A minimum communications capability, such [redacted] and a few telephones could be maintained within the additional facility so minimal contact with the outside would be possible.

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UNITED STATES GOVERNMENT

Memorandum

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 10-07-2011

Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____
Asst. Dir.:
Adm. Serv. _____
Crim. Inv. _____
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Spec. Inv. _____
Tech. Servs. _____
Training _____
Public Affs. Off. _____
Telephone Rm. _____
Director's Sec'y _____

TO : Mr. Cochran *9c/a*

DATE: 8/25/77

FROM : A. C. Frank

SUBJECT: BUPLANS
RELOCATION OF THE DIRECTOR

All information contained herein is unclassified
except as otherwise noted.

PURPOSE:

To advise of the procedures established for rendering assistance to Mr. Kelley in the event FBI Headquarters operations must be moved from Washington, D. C., during time of national emergency.

SYNOPSIS:

In case of national emergency, the Director will be so notified by Assistant Director Jay Cochran, Jr. During duty hours Mr. Kelley will be assisted from his office for possible travel to the Federal Preparedness Agency (FPA) consolidated Government facility by Inspector Homer A. Boynton, Jr. (alternates Inspector Frank J. Illig, Jr., and Special Agent (SA) Thomas J. Harrington). During nonworking hours, he will be assisted by Inspector Boynton; Inspector Bell P. Herndon; night, midnight, or weekend Supervisors located in the night duty supervisor's office, Criminal Investigative Division or duty agent Washington Field office. If desired by Mr. Kelley, assistance will be provided for [redacted] by SAs [redacted].

66-17381

REC-93

EX-137

66-17381-3519

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23 SEP 19 1977

- 1 - [redacted]
- 1 - Mr. J. B. Adams
- 1 - Mr. J. J. McDermott
- 1 - Mr. H. A. Boynton, Jr.
- 1 - Mr. F. J. Illig, Jr.
- 1 - Mr. B. P. Herndon
- 1 - Mr. T. J. Harrington

Classified by 5 *9c/a*
Exempt from GDS, Category 3
Date of Declassification-Indefinite

REHIDM
FBI/DOJ



DIM:jw
(10)

~~CONFIDENTIAL~~

CONTINUED - OVER

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

7-9 SEP 28 1977

FBI/DOJ

~~CONFIDENTIAL~~

Memorandum to Mr. Cochran
Re: Buplans
Relocation of the Director
66-17381

RECOMMENDATION:

For information and approval of the Director.

APPROVED: <i>[Signature]</i>	Adm. Serv. _____	Recd. Com. _____
Director: <i>[Signature]</i>	Crim. Inv. _____	Plan. & Insp. _____
Assoc. Dir. _____	Ident. & Pers. _____	Rec. Mgmt. _____
Dep. Dir. _____	Ident. _____	Spec. Inv. _____
Dep. Asst. Dir. _____	Intell. _____	Tech. Servs. <i>[Signature]</i>
	Laboratory _____	Training _____
		Public Affs. Off. _____

DETAILS:

Arrangements have been made to receive warning information from a number of sources. Information concerning national emergency so received will be authenticated prior to notification of Bureau officials.

In the event of a national emergency, the Director will be notified, during duty and nonduty hours, by Assistant Director Jay Cochran, Jr. If requested by Mr. Kelley, Mr. Cochran will advise the Attorney General of the emergency situation. Should the President direct movement of top Government officials, arrangements have been made to render assistance to the Director in traveling to the consolidated Government facility operated by the FPA or to the FBI Headquarters relocation site. During duty hours Mr. Kelley will be assisted from his office by Inspector Homer A. Boynton, Jr. (alternates Inspector Frank J. Illig, Jr., and SA Thomas J. Harrington), to his official automobile for possible travel to the FPA site, to the FBI Emergency Operations Center (EOC), b7E

(U)

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

Memorandum to Mr. Cochran
Re: Buplans
Relocation of the Director
66-17381

During nonworking hours the Director will be taken to his relocation site by automobile unless notification is

b7E

[REDACTED]
If his official automobile is not available at the time, the following Bureau personnel are prepared to assist Mr. Kelley by Bureau or personal automobile to a relocation site:

Inspector Homer A. Boynton, Jr.
4019 North River Street
Arlington, Virginia
Telephone: 536-3613

Inspector Bell P. Herndon
526 North Oakland Street
Arlington, Virginia
Telephone: 528-6247

Night, midnight, or weekend Supervisors located in the night duty supervisor's office, Criminal Investigative Division.

Special Agent on duty, Washington Field Office
Telephone: 324-2685 or
324-2785

WFO is presently aware of their responsibility to provide alternate transportation for the Director if called upon.

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Assistance for [REDACTED] while present in Washington, D. C., will be provided, if desired by Mr. Kelley, by the following Special Agents assigned to the Washington Field Office during duty or nonduty hours:

[REDACTED]

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~~CONFIDENTIAL~~

Memorandum to Mr. Cochran
Re: Buplans
Relocation of the Director
66-17381



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When not in Washington, D. C., it will be the responsibility of the Special Agent in Charge of the territory in which Mr. Kelley is located to provide assistance for his relocation in the event of a national emergency. Instructions concerning assistance to the Director [redacted] have been furnished to all field offices for incorporation in their emergency planning documents.

- 4 -
~~CONFIDENTIAL~~

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BY LIAISON

~~FEDERAL~~ GOVERNMENT

Date: September 15, 1977
To: Executive Director, FPA/GSA
Room 4209, GS Building
18th and F Streets, Northwest
Washington, D. C.

Attention: Special Operations Officer

From: Clarence M. Kelley, Director

Subject: ~~FBI~~ CADRE PERSONNEL

Please delete from your listing of effective
Federal Preparedness Agency (FPA) Special Facility passes

[redacted] who is
a member of the FBI cadre. [redacted] has reported the loss
on September 10, 1977, of this pass, together with other
items of identification. Efforts to locate those items
have been to no avail. Should the FPA Special Facility
pass be located or returned to [redacted] you will be advised.

You are requested to issue a replacement pass
for [redacted] Information pertinent to the issuance of
the replacement pass is on record with your office. Should
additional information be required, please contact

[redacted] Alternate Emergency Coordinator,
telephone [redacted]

66-17381

1 - [redacted]

Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____
Asst. Dir.: _____
Adm. Serv. _____
Crim. Inv. _____
Fin. & Pers. _____
Ident. _____
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Plan. & Insp. _____
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Spec. Inv. _____
Tech. Servs. _____
Training _____
Public Affs. Off. _____
Telephone Rm. _____
Director's Sec'y _____

DES:pld*

(5)

NOTE:

See memorandum [redacted] to the Director.
dated 9/12/77, captioned [redacted]

APPROVED:

Director _____
Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____

Adm. Serv. _____
Crim. Inv. _____
Fin. & Pers. _____
Ident. _____
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7 9 OCT 03 1977

MAIL ROOM ☒

TELETYPE UNIT ☐

FEDERAL GOVERNMENT

BY LIAISON

Date: October 4, 1977

To: Director, Federal Preparedness Agency
General Services Administration
18th and F Streets, Northwest
Washington, D. C.

Attention: Director, Western Virginia
Operations Office
FPA/GSA
Room 4209, GS Building

From: Clarence M. Kelley, Director

Subject: FBI CADRE PERSONNEL

BUREAU FOR PLANS - General
Please delete the name of [redacted] from
the list of cadre personnel of this Bureau. His special
badge has been returned to Federal Preparedness Agency (FPA)
Special Operations Officer.

EX-105 REC 68

66-17381-352-1

Enclosed for Special Operations Officer are three
photographs and completed GSA Forms 9033 and 9038 each
accompanied by completed GSA Form 3292 for [redacted]
[redacted] who is being added to the FBI relocation
cadre. [redacted] has "Top Secret" clearance based on an
FBI background investigation. The date of [redacted]
clearance is June 8, 1952, and revalidated January 3, 1977.

It is requested that a badge for FPA Special
Facility be issued to him.

OCT 12 1977

Assoc. Dir. _____

Dep. AD Adm. _____

Dep. AD Inv. _____

Asst. Dir.:

Adm. Serv. _____

Crim. Inv. _____

Fin. & Pers. _____

Ident. _____

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Spec. Inv. _____

Tech. Servs. _____

Training _____

Public Affs. Off. _____

Telephone Rm. _____

Director's Sec'y _____

2 - Executive Director, FPA/GSA

Attention: Special Operations Officer
Room 4235, GS Building

FBI 120

Enclosures (7)

APPROVED: _____

Director _____

Assoc. Dir. _____

Dep. AD Adm. _____

Dep. AD Inv. _____

Adm. Serv. _____

Crim. Inv. _____

Fin. & Pers. _____

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Tech. Servs. _____

Training _____

Public Affs. Off. _____

See NOTE page 2

MAIL ROOM ☒

TELETYPE UNIT ☐

FBI

Director, Federal Preparedness Agency
General Services Administration

NOTE:

In the event of a national emergency requiring relocation of Government operations, [] has been designated to relocate to the consolidated Government facility operated by FPA. A special pass issued by FPA is necessary to gain admittance to this facility.

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~~SECRET~~ ~~COVERED~~

Date: October 14, 1977

To: Thompson S. Crockett
Chief
Emergency Programs Center
U. S. Department of Justice

From: Jay Cochran, Jr.
Assistant Director FBI
Technical Services Division

Subject: ON-SITE EVALUATION
BY THE ADVISORY COMMITTEE

Bu Plans - Emergency
Headquarters for
FBIHQ

Reference your letter September 8, 1977, to Mr. Richard E. Miller of this Bureau, concerning the findings and recommendations of the Advisory Committee.

The draft final report of the Advisory Committee has been carefully reviewed and there are no recommended corrections, additions or deletions. The report appears to cover all major areas where enhancement of the facilities is desirable.

The findings and recommendations are acceptable to the Federal Bureau of Investigation, subject to funding availability and the necessity to implement them on a phased basis.

APPROVED:

Director _____
Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____

Adm. Serv. _____ Legal Coun. _____
Crim. Inv. _____ Plan. & Insp. _____
Fin. & Pers. _____ Rec. Mgnt. _____
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Intell. _____ Tech. Servs. _____
Laboratory _____ Training _____
Public Affs. Off. _____

1 - Dr. Joseph, attn: Mr. Salisbury
1 - Mr. Long, attn: Mr. Brixey

Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____ (7)
Asst. Dir.:
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Telephone Rm. _____
Director's Sec'y _____

DFS:pld
(7)

NOTE

ENCLOSURE

~~SECRET~~ MATERIAL ATTACHED

23 OCT 20 1977

The attached report reflects an on-site evaluation by a special Advisory Committee of the facilities to be used by the FBI in the event of a national emergency and relocation of FBIHQ is necessary. The report was coordinated and written in rough draft form by personnel of the Telecommunications Section. The basis of this report was adopted as FBI policy regarding the enhancement and operation of the FBI relocation facility in memo A. C. Frank to Mr. Cochran 8/3/77 captioned "Buplans Evaluation Emergency Operating Facility," a copy of which is attached.

FBI/DOJ

UNITED STATES GOVERNMENT

~~SECRET~~

Memorandum

Dep. AD Adm. _____
Dep. AD Inv. _____
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Adm. Serv. _____
Crim. Inv. _____
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Public Affs. Off. _____
Telephone Rm. _____
Director's Sec'y _____

TO : Mr. Cochran *JC/m*

DATE: 8/3/77

FROM : A. C. Frank

SUBJECT: BUPLANS EVALUATION EMERGENCY OPERATING FACILITY (EOF)

PURPOSE: To outline the findings of a special advisory committee which has performed a comprehensive on-site evaluation of the Bureau's EOF.

SYNOPSIS: As outlined in my memo to you 6/6/77, the Federal Preparedness Agency (FPA) was requested to assemble a team of specialists to evaluate our EOF. Subsequently, an advisory committee was established and three specific on-site surveys were performed. Our Emergency Coordination Team was involved in all of the surveys and has developed the attached report outlining findings, determinations, and recommendations of the committee.

The thrust of these findings are that it is totally infeasible to establish an EOF with 100 percent probability of survival in a nuclear attack. Further, the best that can be done is to make certain assumptions based on known probabilities and provide a reasonable degree of protection, consistent with the national posture, on that basis. *EE*

 EOF has not been functional since was constructed primarily due to the lack of an operational emergency power system. There are other deficiencies as outlined in this report which are not as crucial as emergency power but which are essential to an effective EOF. These are comprehensively identified in the report with recommendations relative to correcting these deficiencies.

Funds have been previously allocated to correct the emergency power situation and an exerted effort is being made to derive a reasonable and immediate solution to this problem. No

Enclosures *5*

- 1 - Mr. DeBruler
1 - Mr. Long, Attn: Mr. Groover
2 - Mr. Meincke, Attn: 1 - Mr. Campbell
1 - Mr. Salisbury

1 - Mr. Campbell

REM:jw (8)

CONTINUED

ENCLOSURE

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Classified by 5
Exempt from GDS, Category 3
Date of Declassification Indefinite

17 AUG 23 1977

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan



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Memorandum to Mr. Cochran
Re: Buplans Evaluation [redacted]
Emergency Operating Facility (EOF)

other funds have been allocated for emergency planning and EOF enhancements; therefore, it will be necessary to develop a financial plan in coordination with the Finance and Personnel Division and thereafter implement a systematic program to develop the EOF to its ultimate potential.

RECOMMENDATIONS:

1. That the Bureau approve the attached on-site evaluation of [redacted] Emergency Operating Facility (EOF) as the Bureau's policy relative to the operation and enhancement of the EOF.

APPROVED: [initials]
Director _____
Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____

Adm. Serv. _____	Legal Coun. _____
Crim. Inv. _____	Plan. & Insp. _____
Fin. & Pers. _____	Rec. Mgnt. _____
Ident. _____	Spec. Inv. _____
Intell. _____	Tech. Servs. _____
Laboratory _____	Training _____
	Public Affs. Off. _____

2. That the Budget and Accounting Section assist the Buplans staff in determining an appropriate time frame and financial plan relative to implementation of attached report and that a budget be developed for future contingencies relative to emergency planning.

APPROVED: [initials]
Director _____
Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____

Adm. Serv. _____	Legal Coun. _____
Crim. Inv. _____	Plan. & Insp. _____
Fin. & Pers. _____	Rec. Mgnt. _____
Ident. _____	Spec. Inv. _____
Intell. _____	Tech. Servs. _____
Laboratory _____	Training _____
	Public Affs. Off. _____

DETAILS: As outlined in my memo to you 6/6/77, captioned "Buplans - Survey of Emergency Operations Center [redacted] copy attached, the Federal Preparedness Agency (FPA) was requested to arrange for a team of specialists to conduct a survey of [redacted] EOF.

An advisory committee was subsequently established and broken down into three groups to perform separate on-site surveys during the month of June. The FBI Emergency Coordination Team, which consists of the Buplans Coordinator, Alternate Buplans Coordinator, [redacted] was involved in each of the surveys and developed the attached report which outlines the findings, determinations, and recommendations of the committee.

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Memorandum to Mr. Cochran
Re: Buplans Evaluation [redacted]
Emergency Operating Facility (EOF)

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It is readily apparent that emergency operating facilities, by their nature and due to the many unknown and diverse effects of nuclear attack, are at best a gamble based on oversimplified assumptions. The concept of complete protection during nuclear preattack, transattack and postattack is a myth and any attempts to develop such a capability would be unbelievably expensive and would probably result in an elaborate tomb. An example which tends to substantiate this conclusion is the recent development of the Neutron Bomb, the effects of which are a total mystery to the experts within the Defense Civil Preparedness Agency (DCPA) and FPA who are responsible to develop programs to protect against such eventualities. Realistically, it will be many years before the effects of this weapons system are identified and protection techniques developed. Additionally, electromagnetic pulse (EMP) is a phenomena which results from nuclear blasts. EMP induces high power surges into electrical and communications lines and equipment with devastating effects. This phenomena has been known for many years but to date no firm conclusions have been reached relative to anticipating the intensity or providing protection to all EOF locations. These and other similar examples indicate that it is altogether feasible to develop an ideal EOF, based on current knowledge, and still be rendered inoperable due to unanticipated effects. Therefore, emergency planners are faced with making certain basic assumptions, providing relative protection based on these assumptions, and accepting the probability that some or all of these assumptions may be totally wrong.

It is obvious that [redacted] EOF has never been a viable entity, even though planned prior to the construction of the [redacted] and that certain basic enhancements are necessary to provide any degree of survivability. On this basis, it is felt that the attached report should be adopted as the Bureau's policy relative to making the EOF operational and retaining a posture comparable to the rest of the Category A Federal Agencies. This will require the development of a comprehensive plan and budget for the EOF.

Funds were allocated in the FY 75 budget to make the emergency power (generator) facilities [redacted] operational and the Buplans staff has recently met with GSA and insisted that they expedite their latest engineering survey relative to accomplishing this. No other funds have been allocated specifically for the EOF

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Memorandum to Mr. Cochran
Re: Buplans Evaluation
Emergency Operating Facility (EOF)

b7E

or emergency planning in general. Therefore, it will be necessary for the Buplans staff to meet with the Budget and Accounting Section of the Finance and Personnel Division to determine a feasible time frame and financial plan relative to implementing the attached report and future emergency planning functions.

~~SECRET~~

BY LIAISON

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Date: October 17, 1977

To: Director, Federal Preparedness Agency
General Services Administration
18th and F Streets, Northwest
Washington, D. C.

Attention: Director, Western Virginia
Operations Office
FPA/GSA
Room 4209, GS Building

From: Clarence M. Kelley, Director

Subject: FBI CADRE PERSONNEL

BUREAU WRI. P/AS - F.L.M.G.

Please delete the name of [redacted]
from the list of cadre personnel of this Bureau. His
special badge has been returned to Federal Preparedness
Agency (FPA) Special Operations Officer.

66-17381

DFS:pld
(4)

EX-136 REC-56

66-17381-3523
OCT 28 1977

NOTE:

[redacted] badge has been returned to FPA Special
Operations Officer in view of his resignation. It is necessary
to advise the Director, Western Virginia Operations Office,
FPA/GSA, to delete [redacted] name from list of cadre of this
Bureau.

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Dep. AD Adm. _____
Dep. AD Inv. _____
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Public Affs. Off. _____
Telephone Rm. _____
Director's Sec'y _____

APPROVED:

Director _____
Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____

Adm. Serv. _____
Crim. Inv. _____
Fin. & Pers. _____
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NOV 10 1977

MAIL ROOM ☒

TELETYPE UNIT ☐

UNITED STATES GOVERNMENT

Memorandum

~~SECRET~~

Dir. _____
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Dep. AD Inv. _____
Asst. Dir.:
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Crim. Inv. _____
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Public Affs. Off. _____
Telephone Rm. _____
Director's Sec'y _____

TO : Mr. Cochran *RC*

DATE: 12/23/77

FROM : *SA/B* Frank

SUBJECT: ~~BUPLANS~~
~~SPECIAL INTELLIGENCE (SI) CLEARANCE~~
~~FOR RELOCATEES TO FEDERAL-PREPAREDNESS~~
~~AGENCY (FPA) SPECIAL FACILITY DURING~~
~~NATIONAL EMERGENCY~~

DEBUREAU WOE PLANS EMERGENCY
HEADQUARTERS FOR F.B.I.H.Q.

PURPOSE:

To set forth requirement for SI clearance for personnel who are assigned to relocate to the FPA Special Facility during a national emergency.

DETAILS:

By memorandum December 12, 1977, FPA advised of the anticipated installation of a terminal to receive SI information at the FPA Special Facility. This new capability will make it possible for regular [redacted] customers to receive information in support of their [redacted] at the FPA relocation site. FPA requests the identity of personnel who are scheduled to relocate to that location and will require access to this special category information.

[redacted] b7E
The FBI is allocated [redacted] and currently has [redacted] designated as members of [redacted]. Following are the names of the members of [redacted] and their SI clearance status:

Enclosure

REC-4

~~SECRET~~

DE-51

Classified by 5
Exempt from GDS, Category 2
Date of Declassification Indefinite 24

17 MAY 1978

1 - Mr. Decker
(Attn: Mr. Ryan)
DFS:pld.
(4)

CONTINUED - OVER

PERS. REC. UNIT



5010-110

U.S. Savings Bonds Regularly on the Payroll Savings Plan

FBI/DOJ

~~SECRET~~

b6
b7C

Memorandum to Mr. Cochran

Re: Buplans
Special Intelligence (SI) Clearance
for Relocates to Federal Preparedness
Agency (FPA) Special Facility During
National Emergency

<u>Name</u>	<u>SI Clearance Status</u>
Clarence M. Kelley Director	yes
<div></div> Administrative Assistant	
John C. Coleman Executive Assistant to the Director	no
Homer A. Boynton, Jr. Inspector, Public Affairs Office	no
Richard G. Held Associate Director	yes
<div></div> Administrative Assistant	
William O. Cregar Inspector-Deputy Assistant Director Intelligence Division	yes
Eugene C. Peterson Section Chief Intelligence Division	yes
<div></div> Liaison Agent Intelligence Division	
<div></div> Administrative Assistant	
James O. Ingram Inspector-Deputy Assistant Director Criminal Investigative Division	no

~~SECRET~~

~~SECRET~~

Memorandum to Mr. Cochran

Re: Buplans
Special Intelligence (SI) Clearance
for Relocates to Federal Preparedness
Agency (FPA) Special Facility During
National Emergency

Bell P. Herndon
Inspector-Deputy Assistant Director
Laboratory Division

no

James C. Farrington
Inspector-Deputy Assistant Director
Legal Counsel Division

yes

[Redacted Box]

Secretaries for above-listed officials

b6
b7C

In view of the limited number of spaces allocated for the FBI at the FPA Special Facility, and the uncertainty that all members of the team will be able to relocate, it is the opinion of the Defense Plans Desk that all members of the team be given SI clearance. Additionally, a prerequisite for assignment to the [Redacted Box] should be possession of SI clearance, in the future.

b7E

RECOMMENDATIONS:

1. That the following personnel be afforded SI briefing and clearance by the Document Classification Office, Records Management Division, and Defense Plans Desk be advised in order that response can be made to FPA memorandum prior to January 15, 1978.

John C. Coleman
Homer A. Boynton, Jr.
James O. Ingram
Bell P. Herndon

[Redacted Box]

b6
b7C

APPROVED:

Director _____
Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____

Adm. Serv. _____
Crim. Inv. _____
Fin. & Pers. _____
Ident. _____
Intell. _____
Laboratory _____

Legal Coun. _____
Plan. & Insp. _____
Rec. Mgnt. _____
Spec. Inv. _____
Tech. Serv. _____
Training _____
Public Affs. Off. _____

~~SECRET~~

-3-

CONTINUED - OVER

~~SECRET~~

Memorandum to Mr. Cochran

Re: Buplans
Special Intelligence (SI) Clearance
for Relocates to Federal Preparedness
Agency (FPA) Special Facility During
National Emergency

2. That future assignments to the
which is to relocate to the FPA Special Facility, be
contingent upon briefing and clearance for SI information.

b7E

APPROVED:

Director _____
Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____

Adm. Serv. _____
Crim. Inv. _____
Fin. & Pers. _____
Ident. _____
Intell. _____
Laboratory _____

Legal Coun. _____
Plan. & Insp. _____
Rec. Mgnt. _____
Spec. Inv. _____
Tech. Servs. _____
Training _____
Public Affs. Off. _____

~~SECRET~~

FEDERAL GOVERNMENT

BY LIAISON

Doc

Date: November 28, 1977

To: Executive Director, FPA/GSA
Room 4209, GS Building
18th and F Streets, Northwest
Washington, D. C.

Attention: Special Operations Officer

From: Clarence M. Kelley, Director

Subject: ~~FBI~~ CADRE PERSONNEL

b6
b7C

By letter dated September 15, 1977, you were advised of the loss of Federal Preparedness Agency (FPA) Special Facility pass card [redacted] That pass has been located and is enclosed for proper disposition.

Enclosure

66-17381

pr DIM:pld
(4) *pld*

NOTE:

See memorandum [redacted] to the Director, dated 11/11/77, captioned [redacted]

[redacted]

- Assoc. Dir. _____
- Dep. AD Adm. _____
- Dep. AD Inv. _____
- Asst. Dir.:
- Adm. Serv. _____
- Crim. Inv. _____
- Fin. & Pers. _____
- Ident. _____
- Intell. _____
- Laboratory _____
- Legal Coun. _____
- Plan. & Insp. _____
- Rec. Mgnt. _____
- Spec. Inv. _____
- Tech. Servs. _____
- Training _____
- Public Affs. Off. _____
- Telephone Rm. _____
- Director's Sec'y _____

V-55

EX-136

LRT 120

APPROVED:

Director _____	Adm. Serv. _____	Legal Coun. _____
Assoc. Dir. _____	Crim. Inv. _____	Plan. & Insp. _____
Dep. AD Adm. _____	Fin. & Pers. _____	Rec. Mgnt. _____
Dep. AD Inv. _____	Ident. _____	Spec. Inv. _____
	Intell. _____	Tech. Servs. _____
	Laboratory _____	Training _____
		Public Affs. Off. _____

REC-90

66-17381-3524

DE-53

af

55 DEC 3 1977

TELETYPE UNIT ☐

20 DEC 1 1977

mhh

FBI/DOJ

~~SECRET~~

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 10-13-2011

FEDERAL GOVERNMENT

Ad

Date: January 17, 1978

To: Mr. John Policastro, Acting Chief
General War Preparedness Division
Federal Preparedness Agency

Attention: Mr. Keith Peterson

From: Jay Cochran, Jr.
Assistant Director FBI
Technical Services Division

*b6
b7C*

Subject: ~~SPECIAL INTELLIGENCE (SI) CLEARANCE
FOR RELOCATEES TO FEDERAL PREPAREDNESS
AGENCY (FPA) SPECIAL FACILITY DURING
NATIONAL EMERGENCY~~

1-17-78

By plan - Emergency Hdgts.

By memorandum to Emergency Coordinators,
December 12, 1977, you advised of the anticipated
installation of a terminal to receive SI information
at the FPA Special Facility. You also requested the
identity of [redacted] who have been cleared for
access to SI information.

R b7E

The following personnel are designated to
relocate to the FPA Special Facility, have been cleared
and may have access to SI information:

V-55 EC-6 DE-58 66-17381-3525

Name	Date of Clearance
Clarence M. Kelley, Director	9/5/74
Richard G. Held, Associate Director	9/5/74
Homer A. Boynton, Jr.	1/13/78
John C. Coleman	1/10/78
William O. Cregar	9/5/74

22 JAN 25 1978

ENCLOSURE

Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____
Asst. Dir.: _____
Adm. Serv. _____
Crim. Inv. _____
Fin. & Pers. _____
Ident. _____
Intell. _____
Laboratory _____
Legal Coun. _____
Plan. & Insp. _____
Rec. Mgnt. _____
Spec. Inv. _____
Tech. Servs. _____
Training _____
Public Affs. Off. _____
Telephone Rm. _____
Director's Sec'y _____

66-17381

~~SECRET~~

Classified by 5
Exempt from GDS, Category 2 See NOTE page 2
Date of Declassification-Indefinite

MAIL ROOM ☐

TELETYPE UNIT ☐

FBI/DOJ

~~SECRET~~

Mr. John Policastro

James C. Farrington
Bell P. Herndon
James O. Ingram

7/21/77
1/13/78
1/10/78

--

Eugene C. Peterson

9/5/74

--

b6
b7C

NOTE: Memo A. C. Frank to Mr. Cochran approved SI information clearance for all personnel designated to relocate to FPA Special Facility in the event of national emergency. This letter is in response to FPA request for the identity of personnel so designated who have SI clearance.

APPROVED: _____

Director _____
Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____

Adm. Serv. _____
Crim. Inv. _____
Fin. & Pers. _____
Ident. _____
Intell. _____
Laboratory _____

Legal Coun. _____
Plan. & Insp. _____
Rec. Mgnt. _____
Spec. Inv. _____
Tech. Servs. _____
Training _____
Public Affs. Off. _____

[Handwritten signature]

~~SECRET~~

BY LIAISON

FEDERAL GOVERNMENT

Date: January 17, 1978

To: Director, Federal Preparedness Agency
General Services Administration
18th and F Streets, Northwest
Washington, D. C.

Attention: Director, Western Virginia
Operations Office
FPA/GSA
Room 4209, GS Building

From: Clarence H. Kelley, Director

Subject: FBI CADRE PERSONNEL

BUPLANS EMERGENCY HEADQUARTERS - FBI HQ

Please delete the name of [redacted]
[redacted] from the list of cadre personnel of this
Bureau. His special badge has been returned to
Federal Preparedness Agency (FPA) Special Operations
Officer.

2 - Executive Director, FPA/GSA
Attention: Special Operations Officer
Room 4235, GS Building

66-17381

DIM:pld
(7)

EX-111

REC-21

66-17381-3526

22 JAN 25 1978

Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____
Asst. Dir.: _____
Adm. Serv. _____
Crim. Inv. _____
Fin. & Pers. _____
Ident. _____
Intell. _____
Laboratory _____
Legal Coun. _____
Plan. & Insp. _____
Rec. Mgnt. _____
Spec. Inv. _____
Tech. Servs. _____
Training _____
Public Affs. Off. _____
Telephone Rm. _____
Director's Sec'y _____

NOTE: [redacted] has been transferred to Charlotte
as SAC and, therefore, is being deleted from the [redacted]

MAIL ROOM ☒

TELETYPE UNIT ☐

70 FEB 2 1978

FBI/DOJ

~~SECRET~~

Date: January 17, 1978

To: Mr. John Policastro, Acting Chief
General War Preparedness Division
Federal Preparedness Agency

Attention: Mr. Keith Peterson

From: Jay Cochran, Jr.
Assistant Director FBI
Technical Services Division

Subject: ~~JOINT EMERGENCY EVACUATION PLAN (JEEP)~~
~~For F.B.I. H.Q.~~
Emergency Headquarters

As indicated in your memorandum for Emergency Coordinators, December 23, 1977, the Associate Director of the Federal Bureau of Investigation (FBI) is the individual who has the responsibility of heading up the FBI [redacted] at the Federal Preparedness Agency Special Facility. The FBI Associate Director is to be furnished a JEEP card which will permit him to use emergency helicopter transportation to the Special Facility.

Discussion between [redacted]

FBI, and [redacted]

[redacted] FPA, indicates special arrangements are being made for the evacuation of heads of Category A agencies. You are requested to insure that evacuation of the Director of the FBI is included in those arrangements and that we be notified at the earliest possible date the details of this additional evacuation plan.

Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____
Asst. Dir.:
Adm. Serv. _____
Crim. Inv. _____
Fin. & Pers. _____
Ident. _____
Intell. _____
Laboratory _____
Legal Coun. _____
Plan. & Insp. _____
Rec. Mgnt. _____
Spec. Inv. _____
Tech. Servs. _____
Training _____
Public Affs. Off. _____
Telephone Rm. _____
Director's Sec'y _____

66-17381

EX-105

REC-56

DE-69

W33

66-17381-3527

FEB 15 1978

~~SECRET~~

Classified by [redacted]
Exempt from GDS, Category 2
Date of Declassification Indefinite

See NOTE page 2

MAR 13 1978 MAIL ROOM ☐ TELETYPE UNIT ☐

66-17381-3528

CHANGED TO

66-19441-4

DEC 22 1988

MLB

BY LIAISON

FEDERAL GOVERNMENT

Date: March 22, 1978

To: Director, Federal Preparedness Agency
General Services Administration
18th and F Streets, Northwest
Washington, D. C.

Attention: Director, Western Virginia Operations
Office
FPA/GSA
Room 4203, GS Building

From: Jay Cochran, Jr.
Assistant Director FBI
Technical Services Division

Subject: FBI-CADRE PERSONNEL

C. Buplans - FBZHQ

Please delete the following individuals from
the list of cadre personnel of this Bureau:

Clarence M. Kelley
Richard G. Held

The special badges assigned to the above-listed
individuals have been returned to the Federal Preparedness
Agency (FPA) Special Operations Officer.

Enclosed for Special Operations Officer are
three photographs and completed GSA Forms 9033 and 9038,
each accompanied by completed GSA Form 3292, for
Director William H. Webster, who is being added to the

Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____
Asst. Dir.: _____
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
Intell. _____
Laboratory _____
Legal Coun. _____
Plan. & Insp. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Public Affs. Off. _____
Telephone Rm. _____
Director's Sec'y _____

66-17381

DFS:pld
(7)

EX-101 REC-79

66-17381-3529

11 MAR 22 1978

See NOTE page 2

MAIL ROOM ☒

FBI/DOJ

Director, Federal Preparedness Agency

FBI relocation cadre. Mr. Webster has ~~"Top Secret"~~ clearance based on an FBI background investigation. The date of Mr. Webster's "Top Secret" clearance is February 23, 1978, and date of "Special Intelligence" (SI) clearance is February 24, 1978.

It is requested that a badge for FPA Special Facility be issued to him.

2 - Executive Director, IPA/GSA

Attention: Special Operations Officer

Room 6200, GS Building

Delivered to
3-22-78
FW

Inclosures (7)

b6
b7C

NOTE: In the event of a national emergency requiring relocation of Government operations, Mr. Webster may be directed by the President to relocate to the consolidated Government facility operated by FPA. A special pass issued by FPA is necessary to gain admittance to this facility.

BY LIAISON

~~FEDERAL GOVERNMENT~~

Date: April 27, 1978

To: Director, Federal Preparedness Agency
General Services Administration
18th and F Streets, Northwest
Washington, D. C.

b6
b7C

Attention: Director, Western Virginia
Operations Office
FPA/GSA
Room 4203, GS Building

From: Jay Cochran, Jr.
Assistant Director FBI
Technical Services Division

Subject: FBI CADRE PERSONNEL

Enclosed for Special Operations Officer are three photographs and completed GSA Forms 9033 and 9038 each accompanied by completed GSA Form 3292 for Associate Director James B. Adams and [redacted] who are being added to the FBI relocation cadre. The above individuals have "Top Secret" clearance based on an FBI background investigation. The date of Mr. Adams' clearance is July 2, 1961, revalidated January 3, 1978, and [redacted] clearance is March 27, 1961, revalidated January 3, 1978.

Mr. Adams and [redacted] also have "Special Intelligence" (SI) clearance. The date of Mr. Adams' clearance is August 12, 1974, and [redacted] clearance is May 31, 1977.

DE-71

REC-46

EX-121

MAY 9 1978

It is requested that badges for FPA Special Facility be issued to them.

2 - Executive Director, FPA/GSA

Attention: Special Operations Officer
Room 4209, GS Building

66-17381

DIM:pld

(7)

Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____
Asst. Dir.: _____
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
Intell. _____
Laboratory _____
Legal Coun. _____
Plan. & Insp. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Public Affs. Off. _____
Telephone Rm. _____
Director's Sec'y _____

MAIL ROOM ☒

APPROVED:

Director _____
Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____

Adm. Serv. _____
Dep. AD Inv. _____
Ident. _____
Intell. _____
Laboratory _____

Legal Coun. _____
Plan. & Insp. _____
Rec. Mgnt. _____
Tech. Servs. GC/KS
Training _____
Public Affs. Off. _____

See NOTE page 2

FBI/DOJ

Director, Federal Preparedness Agency

NOTE: In the event of a national emergency requiring relocation of Government operations, Mr. Adams and [redacted] have been designated to relocate to the consolidated Government facility operated by FPA. A special pass issued by FPA is necessary to gain admittance to this facility. b6 b7C

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____
Asst. Dir.: _____
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
Intell. _____
Laboratory _____
Legal Coun. _____
Plan. & Insp. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Public Affs. Off. _____
Telephone Rm. _____
Director's Sec'y _____

TO : Mr. Cochran *cc*

DATE: 5/12/78

FROM : A. C. Frank

SUBJECT: [REDACTED]

BUPLANS — EMERGENCY Headquarters for FBIHQ

PURPOSE: To eliminate the procedures for [REDACTED] to relocate with FBIHQ personnel at the FBIHQ relocation site during a period of national emergency, and also to eliminate the requirement for [REDACTED] to solicit information concerning the location of [REDACTED] relocation sites, and to likewise inform [REDACTED] of our locations.

b7D

SYNOPSIS: On 5/9/78, [REDACTED] Telecommunications Section met with [REDACTED]

[REDACTED] concerning the relocation of [REDACTED] with FBI personnel during a national emergency. Additionally, the matter of exchanging information concerning the locations of respective relocation sites was discussed. [REDACTED]

b6
b7C
b7D

[REDACTED] advised neither procedure was necessary from an [REDACTED] viewpoint. It is recommended instructions regarding these matters be rescinded.

RECOMMENDATIONS:

1. That the representatives of [REDACTED] be removed from the Executive/Management Team [REDACTED] which will relocate to the FBI Emergency Operating Facility during a national emergency, per the request of [REDACTED]

b7D
b7E

EX-101

REC-13

66-17381-3531

APPROVED:

Director _____
Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____

Adm. Serv. _____
Crim. Inv. _____
Ident. _____
Intell. _____
Laboratory _____

Legal Coun. _____
Plan. & Insp. _____
Rec Mgnt. _____
Tech. Servs. *cc/KC*
Training _____
Public Affs. Off. _____

1000

MAY 16 1978

CONTINUED OVER

DES:can
(4)

JUN 2 1978

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

FBI/DOJ

Unrecorded Copy Filed In 62-35717-

Memorandum to Mr. Cochran

Re: [REDACTED]

Buplans

2. That the following requirement, as stated in the Defense Plans Manual [REDACTED] be rescinded: [REDACTED]

APPROVED:	Adm. Serv. _____	Legal Coun. _____
	Crim. Inv. _____	Plan. & Insp. _____
Director _____		Rec Mgnt. _____
Assoc. Dir. _____	Ident. _____	Tech. Servs. <u>gc/</u>
Dep. AD Adm. _____	Intell. _____	Training _____
Dep. AD Inv. _____	Laboratory _____	Public Affs. Off. _____

3. That the following requirement, as stated in the Defense Plans Manual, [REDACTED] be rescinded: [REDACTED]

APPROVED:	Adm. Serv. _____	Legal Coun. _____
	Crim. Inv. _____	Plan. & Insp. _____
Director _____		Rec Mgnt. _____
Assoc. Dir. _____	Ident. _____	Tech. Servs. <u>gc/</u>
Dep. AD Adm. _____	Intell. _____	Training _____
Dep. AD Inv. _____	Laboratory _____	Public Affs. Off. _____

4. That attached letter be sent to [REDACTED] [REDACTED] advising them of the change in Defense Plans Policy.

APPROVED:	Adm. Serv. _____	Legal Coun. _____
	Crim. Inv. _____	Plan. & Insp. _____
Director _____		Rec Mgnt. _____
Assoc. Dir. _____	Ident. _____	Tech. Servs. <u>gc/</u>
Dep. AD Adm. _____	Intell. _____	Training _____
Dep. AD Inv. _____	Laboratory _____	Public Affs. Off. _____

Memorandum to Mr. Cochran

Re: [REDACTED]

Buplans

DETAILS: On 5/9/78, [REDACTED]

[REDACTED] Telecommunications Section, met with [REDACTED]

[REDACTED] and discussed the requirement of the FBI arranging for the relocation of [REDACTED] during a national emergency, and the need to exchange information concerning the locations [REDACTED] and FBI field office relocation sites. [REDACTED] advised that neither requirement is currently necessary and he recommended they be eliminated from FBI emergency planning.

The background of [REDACTED] relocating with FBIHQ personnel dates to V.P. Keay memorandum to Mr. A. H. Belmont, 4/23/52, captioned "Bureau War Plans." At that time [REDACTED] was located in the Justice Building and it was logical to afford assistance to the assigned Liaison Officer. A review of files indicates the matter has not since been seriously discussed with [REDACTED]

[REDACTED] stated that he was not aware that the FBI had made provisions for him and a member of his staff in the event of a national emergency. He further advised that such provisions were not necessary.

Regarding the disclosure of information concerning the locations of relocation sites [REDACTED] and FBI field operations, [REDACTED] stated that [REDACTED] no longer has alternate provisions, such as relocation sites, for their divisional offices. It is therefore impossible for them to furnish information concerning them. He further advised that while receipt of information concerning the FBI relocation sites may be of some benefit to [REDACTED] during an emergency period, he felt that dissemination of such information should be on a decentralized and informal basis, if the FBI desired to furnish it. In the opinion of the Defense Plans Desk, it is logical to assume that during an emergency period close and continuous liaison would be maintained by the respective agencies, and the need to continue furnishing [REDACTED] with data pertinent to FBI relocation sites is not necessary. Additionally, information concerning the location of FBI relocation sites is classified "~~secret~~", and to continue the dissemination without verification of security clearances of the recipients constitutes a violation of national security regulations.

~~SECRET~~

UNITED STATES GOVERNMENT

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Memorandum

TO : MR. LA PRADE *HL*

DATE: 6-26-78

FROM : R. L. Shackelford *HL*

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 01-27-2012

SUBJECT: REALIGNMENT OF CADRE OF
EXECUTIVE
FPA SPECIAL FACILITY
BUPLANS - *6/27/78* / *1/22/78* *7/1* *7/1* *7/1*

Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____
Asst. Dir.: _____
Adm. Servs. _____
Crim. Inv. r
Ident. _____
Intell. _____
Laboratory _____
Legal Coun. _____
Plan. & Insp. _____
Rec. Mgnt. *HL*
Tech. Servs. *HL*
Training _____
Public Affs. Off. _____
Telephone Rm. _____
Director's Sec'y _____

PURPOSE: To respond to memorandum of A. C. Frank to Mr. Cochran, dated 6-9-78, and captioned as above wherein is requested Identification Division designate an Inspector-Deputy Assistant Director to Executive b7E

DETAILS: Conrad S. Banner is knowledgeable in all phases of the Identification Division's operations and the appropriate official to fill the vacancy on Executive representing the Identification Division.

RECOMMENDATIONS: 1. Inspector-Deputy Assistant Director Conrad S. Banner be approved to represent the Identification Division on Executive

APPROVED:

Director *HL*

Assoc. Dir. *HL*

Dep. AD Adm. *HL*

Dep. AD Inv. *HL*

Adm. Serv. _____

Crim. Inv. _____

Ident. *JWL/KH*

Intell. _____

Laboratory _____

Legal Coun. _____

Plan & Insp. _____

Rec. Mgnt. _____

Tech. Servs. *HL*

Training _____

Public Affs. Off. _____

2. If the above recommendation is approved by the Associate Director, this be forwarded to the Defense Plans Desk for implementation, coordination of SI briefings, and notification to Federal Preparedness Agency.

APPROVED:

Director *HL*

Assoc. Dir. *HL*

Dep. AD Adm. *HL*

Dep. AD Inv. *HL*

Adm. Serv. _____

Crim. Inv. _____

Ident. *JWL/KH*

Intell. _____

Laboratory _____

Legal Coun. _____

Plan & Insp. _____

Rec. Mgnt. _____

Tech. Servs. *HL*

Training _____

Public Affs. Off. _____

- 1 - Mr. Banner, Rm. 11262 JEH
1 - Mr. Page, Rm. 11136 JEH
1 - Mr. D. F. Schroeder, Rm. 6421 JEH

RLS:mmr
(5)

~~SECRET~~



Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

FBI/DOJ

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ☒
Dep. AD Adm. ☒
Dep. AD Inv. ☒
Asst. Dir.:
Adm. Servs. ☐
Crim. Inv. ☐
Ident. ☐
Intell. ☐
Laboratory ☐
Legal Coun. ☐
Plan. & Insp. ☐
Rec. Mgnt. ☒
Tech. Servs. ☒
Training ☐
Public Affs. Off. ☐
Telephone Rm. ☐
Director's Sec'y ☐

TO : Mr. Cochran *gc/ro*

~~SECRET~~

DATE: 6/9/78

FROM : A. C. Frank

SUBJECT: REALIGNMENT OF CADRE OF
EXECUTIVE ☐
FPA SPECIAL FACILITY
BUPLANS

Buplans - F.B.I.H.G.

b7E

PURPOSE: To suggest a realignment of the composition of Executive ☐
☐ which is designated to relocate to the ☐
☐

SYNOPSIS: Three operational teams have been established in accordance with FPA regulations to insure uninterrupted essential functions in a national emergency. ☐

RECOMMENDATIONS:

REC-13
V-52

DE-79

66-11381-5250 JUL 23 1978

1. That the suggested realignment of the cadre of ☐
☐ be reviewed by the Associate Director
for comment and/or approval.

ENCLOSURE

APPROVED: Director ☐
Assoc. Dir. ☒
Dep. AD Adm. ☒
Dep. AD Inv. ☐
Adm. Serv. ☐
Crim. Inv. ☐
Ident. ☐
Intell. ☐
Laboratory ☐
Legal Coun. ☐
Plan. & Insp. ☐
Rec Mgnt. ☐
Tech. Servs. ☒
Training ☐
Public Affs. Off. ☐

- 1 - Mr. Adams
- 1 - Mr. McDermott
- 1 - Each Assistant Director

DFS:can, N(14):

~~SECRET~~

CONTINUED OVER

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

REC. UNIT

~~SECRET~~

b7E.

Memorandum to Mr. Cochran
Re: Realignment of Cadre of
[redacted]
FPA Special Facility
Buplans

2. If realignment is approved, the Assistant Directors of the involved Divisions should recommend the additional official(s) in the spaces provided to return the team to its allocated strength (see details, pages 4 through 6) subject to approval of the Associate Director.

APPROVED:	Adm. Serv. _____	Legal Coun. _____
Director _____	Crim. Inv. _____	Plan. & Insp. _____
Assoc. Dir. <i>gma</i>	Ident. _____	Rec Mgnt. _____
Dep. AD Adm. <i>ms</i>	Intell. _____	Tech. Servs. <i>gc/mb</i>
Dep. AD Inv. _____	Laboratory _____	Training _____
		Public Affs. Off. _____

3. Upon approval of personnel, memorandum of recommendation be forwarded to Defense Plans Desk for coordination of SI briefings and notification to Federal Preparedness Agency.

APPROVED:	Adm. Serv. _____	Legal Coun. _____
Director _____	Crim. Inv. _____	Plan. & Insp. _____
Assoc. Dir. <i>gma</i>	Ident. _____	Rec Mgnt. _____
Dep. AD Adm. <i>ms</i>	Intell. _____	Tech. Servs. <i>gc/mb</i>
Dep. AD Inv. _____	Laboratory _____	Training _____
		Public Affs. Off. _____

4. As vacancies on [redacted] occur, recommendations 2 and 3 be utilized as the policy for filling such vacancies.

APPROVED:	Adm. Serv. _____	Legal Coun. _____
Director _____	Crim. Inv. _____	Plan. & Insp. _____
Assoc. Dir. <i>gma</i>	Ident. _____	Rec Mgnt. _____
Dep. AD Adm. <i>ms</i>	Intell. _____	Tech. Servs. <i>gc/mb</i>
Dep. AD Inv. _____	Laboratory _____	Training _____
		Public Affs. Off. _____

5. That Mr. Cregar be deleted from the [redacted] in view of his assignment to other duties, and his FPA Special Facility passes be returned to the Defense Plans Desk.

APPROVED:	Adm. Serv. _____	Legal Coun. _____
Director _____	Crim. Inv. _____	Plan. & Insp. _____
Assoc. Dir. <i>gma</i>	Ident. _____	Rec Mgnt. _____
Dep. AD Adm. <i>ms</i>	Intell. _____	Tech. Servs. <i>gc/mb</i>
Dep. AD Inv. _____	Laboratory _____	Training _____
		Public Affs. Off. _____

~~SECRET~~

~~SECRET~~

b7E

Memorandum to Mr. Cochran
Re: Realignment of Cadre of

[redacted]
FPA Special Facility.
Buplans:

6. That Mr. Coleman be deleted from the [redacted]
[redacted] in view of his assignment to other duties. (Mr.
Coleman has returned his FPA Special Facility pass.)

APPROVED:	Adm. Serv. _____	Legal Coun. _____
	Crim. Inv. _____	Plan. & Insp. _____
Director _____	Ident. _____	Rec Mgnt. _____
Assoc. Dir. _____	Intell. _____	Tech. Servs. _____
Dep. AD Adm. _____	Laboratory _____	Training _____
Dep. AD Inv. _____		Public Affs. Off. _____

DETAILS: FPA, the governing agency for Federal Government :
emergency preparedness, requires the establishment of three
operational teams to insure uninterrupted essential
functions are continued during a national emergency. [redacted]
[redacted] is comprised of a minimum executive cadre which
is to provide continuous leadership from FBIHQ in the event of a
buildup of international tensions or of an impending attack on the
United States. This team is comprised of [redacted]

[redacted] (See attached) This team
is supported by FBIHQ employees not assigned to teams 2 or 3.
Upon instruction of appropriate Government executives, the
Director and his staff will proceed to the [redacted] and
the Assistant Directors to the FBIHQ relocation site.

[redacted] is to relocate, when instructed,
to the [redacted] from which it
could direct essential FBI functions. The team is headed by the
[redacted]

[redacted] is to relocate, when so
instructed, to the FBI relocation site. [redacted]
This team is headed by the Assistant Director
of the Planning and Inspection Division, who is assisted by the
Assistant Director of the Training Division, and includes represen-
tatives of all FBIHQ Divisions (See attached). This team will
serve as a back-up, and support, to teams [redacted] It
will also supervise and prioritize ongoing work of the FBI, advising
officials at the [redacted] of the status of Bureau operations.

Because of the recent realignment of divisional
responsibilities, abolition, and consolidation of divisions,
retirements and reassignments, it is necessary to reconstruct
the composition of the [redacted] The following suggestions
are being submitted regarding this reconstruction:

~~SECRET~~

~~SECRET~~

Memorandum to Mr. Cochran
Re: Realignment of Cadre of

[redacted]
FPA Special Facility.
Buplans

b7E

Official in Charge and Staff

Associate Director James B. Adams
Administrative Assistant [redacted]

b6
b7C

1. Identification Division

Inspector-Deputy Assistant Director [redacted]

(The FBI has a responsibility to assist the Department of Health, Education, and Welfare, in the identification of victims of warfare on United States soil. This individual will be able to advise the team leader in operational implementation of these responsibilities).

2. Administrative Services Division

Inspector-Deputy Assistant Director [redacted]

(This official will be responsible for advising the team leader on the disposition and allocation of personnel as well as FBI equipment and facilities during the crisis period.)

3. Intelligence Division

Inspector-Deputy Assistant Director [redacted]
Section Chief Eugene C. Peterson, CI-1
Special Agent-Liaison Officer Robert J. Oglesby, CI-3
Special Agent [redacted]

(Messrs. Peterson and Oglesby are currently assigned to the [redacted] Their function will be to advise the team leader regarding matters handled by their division.)

4. Criminal Investigative Division

b7E

Inspector-Deputy Assistant Director James O. Ingram
[redacted]
[redacted]

(Mr. Ingram is currently a member of the [redacted] It is suggested that two other individuals from this division be assigned. They will be able to advise the team leader regarding matters handled by their division.)

~~SECRET~~

~~SECRET~~

Memorandum to Mr. Cochran
Re: Realignment of Cadre of

[REDACTED]
FPA Special Facility.
Buplans.

b7E

5. Laboratory Division

Inspector-Deputy Assistant Director Bell P. Herndon.

(Mr. Herndon is currently a member of this team. He is knowledgeable of the operations of the Laboratory Division and will be able to advise the team leader regarding matters handled by that division. It can be assumed that during the pre-attack and post-attack periods, the resources of the Laboratory Division, at a minimum cryptanalysis to decipher clandestine communications, will be needed.)

6. Technical Services Division

Deputy Assistant Director William A. Bayse.
Emergency Coordinator [REDACTED]

(Mr. Bayse is not currently a member of the [REDACTED]. He has supervisory responsibility over the Telecommunications and Data Processing Sections, two areas which are intimately involved in the operation of the Bravo team and the special facility. His expertise in these areas makes him a logical person to be assigned to this team. [REDACTED] is the Emergency Coordinator for this Bureau. His knowledge in this area enables him to advise the team leader in matters of field office relocation and emergency operations.)

b6
b7C
b7E

7. Legal Counsel Division

Inspector-Deputy Assistant Director James C. Farrington.

(Mr. Farrington is currently a member of the [REDACTED]. His function will be to advise the team leader of the legal ramifications of decisions made during the emergency period.

8. Secretaries of the Above Officials

[REDACTED]

~~SECRET~~

~~SECRET~~

b6
b7C
b7E

Memorandum to Mr. Cochran
Re: Realignment of Cadre of
[redacted]
FPA Special Facility
Buplans

(The above individuals are currently members of the [redacted]
[redacted])

Space for the Director and three members of his office staff is reserved at the FPA Special Facility. [redacted] and Inspector Homer A. Boynton, Public Affairs Office, are currently members of this team. It is suggested that [redacted] Special Assistant to the Director be included on the [redacted] (Members of the Director's Staff are also on the [redacted])

The above realignment of the [redacted] will fill the 22 slots allocated to the FBI.

The following individual is currently listed as a member of the [redacted] but because of reassignment should be deleted:

William O. Cregar - now assigned to the [redacted]

The following individual is currently listed as a member of both [redacted] but because of reassignment should be deleted.

[redacted] - reassigned to the Training Division

✓ Memorandum A. C. Frank to Mr. Cochran, 12/23/77, captioned "Buplans, Special Intelligence (SI) Clearance for Relocates to Federal Preparedness Agency (FPA) Special Facility During National Emergency", established the policy that all members of the [redacted] be required to hold SI Clearance. It will therefore be necessary that briefings be afforded the newly assigned members of the [redacted]

~~SECRET~~

A. Official in Charge and Staff

Director

[REDACTED]
Administrative Assistant

[REDACTED]
Executive Assistant to the Director

Homer A. Boynton, Jr., Inspector
Public Affairs Office

b6
b7C

B. Office of Associate Director

[REDACTED]
Assistant to the Director-Deputy Associate Director

[REDACTED]
Assistant to the Director-Deputy Associate Director

C. Division Officials

Assistant Director Richard H. Ash e
Identification Division

Assistant Director Richard E. Long
Finance and Personnel Division

Assistant Director Andrew J. Decker, Jr.
Records Management Division

Assistant Director Thomas W. Leavitt
Intelligence Division

Assistant Director Donald W. Moore, Jr.
Criminal Investigative Division

Assistant Director Thomas F. Kelleher, Jr.
FBI Laboratory Division

APPENDIX

Date: 11/9/77 (To be up-dated upon resolution of [REDACTED])
Page 1

b7E

ENCLOSURE

66-17381-2522

FBI/DOJ

Assistant Director Jay Cocke, Jr.
Technical Services Division

Vacant
Special Investigative Division

Assistant Director John A. Mintz
Legal Counsel Division

Assistant Director
Administrative Services Division

- D. Team will be supported by essential supervisory, stenographic, clerical, administrative, and communications personnel while it is operational at FBI Headquarters. Such personnel will be available on a more limited scale for [] should it in part be relocated to relocation site at the Federal Preparedness Agency (FPA) Special Facility and/or in part or in toto to the FBIHQ relocation site.

b7E

APPENDIX

Date: 11/9/77

Page 1a

[REDACTED] - FBIHQ LOCATION SITE

A. Official in Charge and Staff

(2)

Assistant Director Lee Colwell
Planning and Inspection Division

[REDACTED]
Administrative Assistant

B. Divisional Officials and Staffs1. Identification Division

(2)

[REDACTED] Fingerprint Technician
[REDACTED] Fingerprint Technician

2. Training Division

(29)

Assistant Director Kenneth E. Joseph
Inspector-Deputy Assistant Director Edward L. Campbell, Jr.

[REDACTED] Administrative Assistant

[REDACTED] Chief Clerk

[REDACTED] Facility Management Officer

[REDACTED] Radio Technician

[REDACTED] Nurse

[REDACTED], Facility Manager

[REDACTED], Radio Technician

[REDACTED] Electrician

[REDACTED] Operating Engineer

[REDACTED] Plumber

[REDACTED] Operating Engineer

[REDACTED] Telephone Operator

[REDACTED] Telephone Operator

[REDACTED], Teletype Operator

[REDACTED] Teletype Operator

[REDACTED] Teletype Operator

[REDACTED], Teletype Operator

[REDACTED] Teletype Operator

[REDACTED] Teletype Operator

[REDACTED] Teletype Operator

[REDACTED] Administrative Assistant

[REDACTED] Radio Technician

[REDACTED] Printer

b6

b7C

APPENDIX _____

Date:

Page 3

(To be up-dated upon resolution of [REDACTED])

b7E

3. Administrative Services Division

(7)

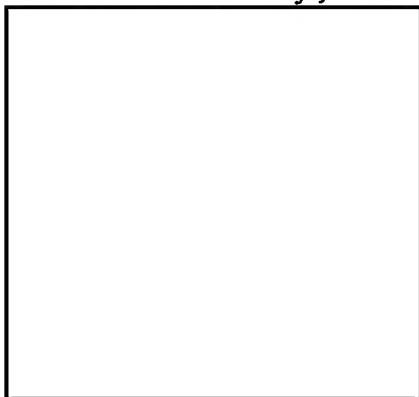
Inspector-Deputy Assistant Director Frank J. Illig, Jr.
L. Clyde Groover, Section Chief

[redacted] Administrative Assistant
[redacted], Secretary
[redacted] Personnel Officer
[redacted] Supervisory Clerk (Voucher Matters)
[redacted] Supervisory Clerk (Payroll Matters)

4. Records Management Division

(14)

Inspector-Deputy Assistant Director William L. Bailey
Marion S. Ramey, Records Services Section Chief

5. Intelligence Division

(25)

Inspector-Deputy Assistant Director Arthur B. Fulton

[redacted] Secretary

CI-1

[redacted] Assistant Section Chief
[redacted] Supervisor
[redacted] Supervisor
[redacted], Unit Chief (UC)
[redacted], Supervisor
[redacted] UC
[redacted] Supervisor
[redacted] UC
[redacted] Supervisor
[redacted] Secretary
[redacted], Secretary
[redacted] Clerk
[redacted] Clerk
[redacted] Clerk

APPENDIX _____

Date:

Page 4

CI-2

Henry F. Crowley, Assistant Section Chief
[redacted] UC
[redacted] Supervisor
[redacted] Secretary

CI-3

Russell Jean Gray, Jr., Section Chief
[redacted] Supervisor
[redacted] Secretary
[redacted] UC
[redacted], Jr., Supervisor

6. Criminal Investigative Division

(8)

Inspector-Deputy Assistant Director Edgar N. Best
Francis X. O'Brien, Section Chief
Sebastian S. Mignosa, Section Chief
Carl W. Hurst, Jr., Section Chief
James S. Peelman, Section Chief
Edwin J. Sharp, Section Chief
[redacted] Secretary
[redacted] Secretary

7. Laboratory Division

(6)

Francis D. Silas, Jr., Section Chief
[redacted] Assistant Section Chief
[redacted] UC
[redacted] UC
[redacted] Supervisor
[redacted] Supervisor

APPENDIX _____

Date:

Page 5

8. Technical Services Division

(22)

Inspector-Deputy Assistant Director Kier T. Boyd
William D. Campbell, Section Chief
Alvin C. Frank, Section Chief
Robert P. Keehan, Section Chief

[redacted] Supply Management Officer

Francis E. Torpey, Section Chief

[redacted] UC

[redacted] UC

[redacted] Supervisor

[redacted], UC

[redacted] UC

[redacted] Data Manager

[redacted] Communications Supervisor

[redacted] Teletype Operator

[redacted], Teletype Operator

[redacted] Teletype Operator

[redacted] Teletype Operator

[redacted] Teletype Operator

[redacted] Teletype Operator

[redacted] Teletype Operator

[redacted] Teletype Operator

[redacted] Clerk

b6
b7C

9. Legal Counsel Division

(1)

[redacted]

10. Planning and Inspection Division

(4)

Inspector-Deputy Assistant Director Thomas M. Johnson
Inspector-Deputy Assistant Director Homer R. Hauer
Inspector-Deputy Assistant Director Thomas J. Biamonte
[redacted] Secretary

11.

[redacted]

(2)

b7D

C. Space for Team I reserved at FBIHQ relocation site for possible relocation there in whole or in part.

APPENDIX _____

Date:

Page 6

UNITED STATES GOVERNMENT

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Memorandum

TO : Mr. Adams

DATE: 7/11/78

FROM : Mr. Long

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 01-27-2012 BY 60324 uc baw/sab/clc

SUBJECT: REALIGNMENT OF CADRE OF
[REDACTED]
FPA SPECIAL FACILITY BUPLANS

PURPOSE: To recommend that Inspector-Deputy Assistant Director Frank J. Illig be assigned to [REDACTED] to represent Administrative Services Division.

Memorandum, Frank to Cochran, 6/9/78, recommended and approved realignment of [REDACTED] This realignment entails a representative of Administrative Services Division in the level of Inspector-Deputy Assistant Director be assigned to the team. (Copy of memorandum attached)

RECOMMENDATION:

That Inspector-Deputy Assistant Director Frank J. Illig be assigned to [REDACTED] as representative of Administrative Services Division.

Enclosure

JWK:tlb (6)

- 1 - Mr. Adams
- 1 - Mr. McDermott
- 1 - Mr. Long
- 1 - Mr. Cochran

APPROVED:

Director
Assoc. Dir.
Dep. AD Inv.
Dep. AD Adm.

Adm. Serv.
Crim. Inv.
Ident.
Intell.
Laboratory

Legal Coun.
Plan. & Insp.
Rec. Mgmt.
Tech. Servs.
Training

22 OCT 25 1978

ENCLOSURE

PERS. REC. UNIT

NOV 15 1978

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____
Asst. Dir.: _____
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
Intell. _____
Laboratory _____
Legal Coun. _____
Plan. & Insp. _____
Rec. Mgmt. _____
Tech. Servs. _____
Training _____
Public Affs. Off. _____
Telephone Rm. _____
Director's Sec'y _____

b7E

UNITED STATES GOVERNMENT

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Memorandum

TO : Mr. Cochran *cc*

DATE: 7/7/78

FROM : *my* A. C. FrankALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 01-27-2012 BY 60324 uc baw/sab/clbSUBJECT: REPORT ON VISIT TO DEPARTMENT OF JUSTICE/
FEDERAL BUREAU OF INVESTIGATION EMERGENCY
OPERATIONS FACILITY BY FEDERAL PREPAREDNESS
AGENCY (FPA)
BUPLANS - EMERGENCY HEADQUARTERS FORPURPOSE:

To advise FPA findings resulting from FPA representative's visit to the emergency operations facility which is to be shared by the Department of Justice and the FBI in the event of a national emergency.

DETAILS:

[redacted] visited the DOJ/FBI emergency operations facility on 6/15/78. [redacted] was briefed as to the planning for enhancement of the facility and then afforded a tour of the space. The attached report reflects the result of that visit.

b6
b7cRECOMMENDATION:

For information.

ST-137

REC-20

DE-24

V-52

66-17311-3534X1

APPROVED:

Director _____
Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____

Adm. Serv. _____

Crim. Inv. _____

Ident. _____

Intell. _____

Laboratory _____

Legal Coun. _____

Plan. & Insp. _____

Rec Mgnt. _____

Tech. Servs. _____

Training _____

Public Affs. Off. _____

ENCLOSURE

1 - Mr. Joseph (Enc.)
Attn: Mr. Murphy

AUG 9 1978

Enclosure

NDFS:pld
SEP 11 1978

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

FBI/DOJ

UNITED STATES GOVERNMENT

Memorandum

~~SECRET~~

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____
Asst. Dir.:
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
Intell. WBC/CH
Laboratory _____
Legal Coun. _____
Plan. & Insp. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Public Affs. Off. _____
Telephone Rm. _____
Director's Sec'y _____

TO : Mr. Donald W. Moore, Jr.

DATE: 6/15/78

FROM : S.S. Mignosa *SSM*
SUBJECT: BUPLANS - *FBIH 2*
VITAL RECORDS COORDINATOR
GS-5

- 1 - Mr. J.B. Adams
- 1 - Mr. J.J. McDermott
- 1 - Mr. D.W. Moore, Jr.
- 1 - Mr. W.D. Cregar
- 1 - Mr. K.E. Joseph
- 1 - Mr. R.E. Long
(Attn: Placement)
- 1 - Mr. L. Colwell
(Attn: PID)
- 1 - Mr. A.B. Fulton
- 1 - Mr. S.S. Mignosa
- 1 - Mr. P.J. Mullany

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 01-27-2012

PURPOSE:

To comply with the Planning and Inspection Division (PID) recommendation that the Vital Records Coordinator - GS-5 position be removed from the False Identity - Espionage-X Unit and transferred to the Intelligence Division.

RECOMMENDATIONS:

1. Placement Unit: That Vital Records Coordinator GS-5 clerical position (Vacancy Notice 7800034) not be filled.

APPROVED:

Director _____
Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____

Adm. Serv. rel/for
Crim. Inv. WBC
Ident. _____
Intell. _____
Laboratory _____
Legal Coun. _____
Plan. & Insp. LC
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Public Affs. Off. _____

9 AUG 8 1978

2. That the Intelligence Division either reassess the necessity of or take on the function of the Vital Records Coordinator - bearing in mind that PID findings revealed these functions did not necessitate a GS-5 Clerk on a full-time basis.

APPROVED:

Director _____
Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____

Adm. Serv. rel/for
Crim. Inv. WBC
Ident. _____
Intell. _____
Laboratory _____
Legal Coun. _____
Plan. & Insp. LC
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Public Affs. Off. _____

~~SECRET~~

Classified by 3324
Exempt from GDS, Category 3
Date of Declassification Indefinite

PJM-pas
(11)



Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

79 SEP 19 1978

SEE INTD ADDENDUM & RECOMMENDATIONS, PAGES 4&5.

~~SECRET~~

Memorandum S.S. Mignosa to
Mr. Donald W. Moore, Jr., 6/15/78
Re: BuPlans
Vital Records Coordinator GS-5

DETAILS:

As a result of the recent inspection of the Criminal Investigative Division (Division 6) the recommendation was set forth that Division 6 transfer the duties performed by the Vital Records Coordinator, a GS-5 clerical position, to the Intelligence Division. The Inspection analysis ascertained that the records primarily maintained in accordance with FBIHQ BuPlans in the relocation site [] were for the most part related to Intelligence Division (Division 5) cases. It was determined that this function, if continued, would be better placed in Division 5. It was also determined that this function no longer required a full-time clerk. Recent experience in Division 6 indicates a rough estimate of 8 hours per month needed to keep records up-to-date.

By background, a memorandum dated 1/18/77, from J.G. Deegan to Mr. R.J. Gallagher, captioned "BuPlans", set forth the function of the Vital Records Coordinator. With the Attorney General's approval, dated 11/2/76, a procedure was set up to maintain at the relocation site [] documents reflecting pertinent information regarding subjects of Full Domestic Security investigations and subjects of Full Foreign Counterintelligence investigations (except sources, assets, foreign officials and foreign visitors). At the outset of this procedure there existed some 230 Domestic Security cases and 250 foreign counterintelligence cases. Currently [] there exists 291 cases of which only 79 are of a domestic security nature. Of these 79 cases, 30 are in the process of being destroyed

- 2 -

~~SECRET~~

~~SECRET~~

Memorandum S.S. Mignosa to
Mr. Donald W. Moore, Jr., 6/15/78
Re: BuPlans
Vital Records Coordinator GS-5

as a result of recent case closings. The purpose for maintaining these documents at the relocation site was for their availability during an emergency when FBIHQ files were not accessible.

Because of the decrease in Domestic Security cases, CID no longer sees the need for maintaining these records [redacted]. During an emergency the information contained within the Vital Records depository could be obtained from the field.

b7E

The Intelligence Division should address the need from their viewpoint and take this into account in light of the Planning and Inspection Division recommendation.

- 3 -

~~SECRET~~

A

ADDENDUM: INTELLIGENCE DIVISION 6/15/78 ABF/bad

The Intelligence Division (INTD) concurs completely with the Criminal Investigative Division (CID) that there is absolutely no need or useful purpose served in the maintaining of duplicate records [] under this program. The only purpose for such duplicate records is their availability in the event of a National emergency that destroys or makes unavailable files at FBIHQ. In the Foreign Counterintelligence (FCI) area, the only duplicate records maintained are those in pending full FCI investigations of U.S. persons and duplicate records thereof exist for each case in the field office. This program has been in effect for over one year and the INTD has come to the conclusion it is completely unnecessary for the reason outlined above as well as being a needless administrative burden.

Inasmuch as the Planning and Inspection Division (PID) has recommended the abolition of the clerical position in the CID which was responsible for coordinating the program and in light of the joint conclusion of CID and INTD, that the program is unnecessary and should be abolished, the INTD so recommends and sees no reason for the transfer of the program to the INTD.

It is further noted that when this program was first implemented by the CID (see J.G. Deegan to R.J. Gallagher memorandum dated 1/18/77, captioned "BUPLANS"), Bureau officials discussed this program with then Deputy Attorney General H. Tyler, Jr. who approved it on behalf of the Attorney General. Accordingly, if the recommendation that this program be abolished is approved, the CID which still has responsibility therefor should direct a letter to the Attorney General advising him of the discontinuance of the program. /✓

RECOMMENDATIONS:

1. That the Vital Records Program in which duplicate records in Domestic Security cases and full FCI cases on U.S. persons are maintained at the relocation site [] be abolished.

APPROVED:

Pur
 Director _____
 Assoc. Dir. *gma* _____
 Dep. AD Adm. _____
 Dep. AD Inv. _____

Adm. Serv. _____
 Crim. Inv. *WSS* _____
 Ident. _____
 Intell. *WSS* _____
 Laboratory _____

Legal Coun. _____
 Plan. & Insp. *LSM* _____
 Rec. Mgnt. _____
 Tech. Servs. _____
 Training _____
 Public Affs. Off. _____

2. If approved, that CID direct a letter to the Attorney General advising him of the discontinuance of this program.

APPROVED:	Adm. Serv. <u>WJH/tat</u>	Legal Coun. _____
Director _____	Crim. Inv. <u>WJH</u>	Plan. & Insp. <u>LC/Don</u>
Asso. Dir. <u>WJH</u>	Ident. _____	Rec. Mgmt. _____
Cap. AD Adm. _____	Intell. <u>WJH</u>	Tech. Servs. _____
Dep. AD Inv. _____	Laboratory _____	Training _____
		Public Affs. Off. _____

Pursuant to above approvals, the Intelligence Division will discontinue this program.

WJH 6/29/78

UNITED STATES GOVERNMENT

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Memorandum

TO : Mr. Cochran *fc/KW*

DATE: 7/27/78

FROM A. C. Frank

~~SUBJECT~~ SPACE UTILIZATION AT THE EMERGENCY
OPERATIONS FACILITY (EOF)

Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____
Asst. Dir.:

- Adm. Servs. _____
- Crim. Inv. _____
- Ident. _____
- Intell. _____
- Laboratory _____
- Legal Coun. _____
- Plan. & Insp. _____
- Rec. Mgnt. _____
- Tech. Servs. _____
- Training _____
- Public Affs. Off. _____
- Telephone Rm. _____

Director's Sec'y _____

PURPOSE: To advise of the current status of space utilization of the FBI's EOF [REDACTED] and to respond to comment of the Planning and Inspection Divisions's inspection of TSD during February 1978.

SYNOPSIS: A survey of space utilization in the EOF was conducted on 6/15/78. It was confirmed that all space alterations are now being coordinated with the Defense Plans Desk and the use of the space primarily as an EOF will be assured in the future. The use of approximately 8,000 sq. ft. of the lower level of the EOF has, in the past, been used for storage of surplus property and supplies. However, the final disposal of some remaining surplus property requires that Property Procurement and Management Section pursue the disposal of surplus property with GSA, and [REDACTED] should continue to reorganize the supply and equipment storage to make additional space available for EOF operations in the event of an emergency.

RECOMMENDATIONS:

1. That the Administration and Operations Unit Chief and the Facility Management Officer, [REDACTED] coordinate all future space alterations in the EOF, with the Defense Plans Desk.

APPROVED:

Director _____
Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____

Adm. Serv. _____
Crim. Inv. _____
Ident. _____
Intell. _____
Laboratory _____

Legal Coun. _____
Plan. & Insp. _____
Rec Mgnt. _____
Tech. Servs. ✓ _____
Training _____
Public Affs. Off. _____

ENCLOSURE

- 1 - Mr. Joseph, Attn: Mr. Murphy
1 - Mr. Keehan

DFS : can
(5) l

CONTINUED OVER

~~Classified by 5
Exempt from GDS, Category 1
Date of Declassification Indefinite~~

~~SECRET~~

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

FBI/DO.



~~SECRET~~

Memorandum to Mr. Cochran
Re: Space Utilization at the Emergency
Operations Facility (EOF)

b7E

2. That the surplus property stored in the EOF be inventoried and reported as surplus by the appropriate personnel, and the reports furnished Property Procurement and Management Section for disposition.

APPROVED:	Adm. Serv. _____	Legal Coun. _____
Director _____	Crim. Inv. _____	Plan. & Insp. _____
Assoc. Dir. _____	Ident. _____	Rec Mgnt. _____
Dep. AD Adm. _____	Intell. _____	Tech. Servs. <u>9/2/78</u>
Dep. AD Inv. _____	Laboratory _____	Training <u>9/2/78</u>
		Public Affs. Off. _____

3. That the Property Procurement and Management Section, Technical Services Division, upon receipt of surplus property inventory aggressively pursue with GSA the disposition of the property stored in room 1 of the lower level of the EOF.

b6
b7C
b7E

Contracted re list & if any help needed from T.M.O. 8-7-78

APPROVED:	Adm. Serv. _____	Legal Coun. _____
Director _____	Crim. Inv. _____	Plan. & Insp. _____
Assoc. Dir. _____	Ident. _____	Rec Mgnt. _____
Dep. AD Adm. _____	Intell. _____	Tech. Servs. <u>9/2/78</u>
Dep. AD Inv. _____	Laboratory _____	Training <u>9/2/78</u>
		Public Affs. Off. _____

4. That the storage of supplies and equipment in rooms 5A and 6 be reorganized to allow immediate use of those areas in the event of activation of the EOF.

APPROVED:	Adm. Serv. _____	Legal Coun. _____
Director _____	Crim. Inv. _____	Plan. & Insp. _____
Assoc. Dir. _____	Ident. _____	Rec Mgnt. _____
Dep. AD Adm. _____	Intell. _____	Tech. Servs. <u>9/2/78</u>
Dep. AD Inv. _____	Laboratory _____	Training <u>9/2/78</u>
		Public Affs. Off. _____

~~SECRET~~

~~SECRET~~

Memorandum to Mr. Cochran
Re: Space Utilization at the Emergency
Operations Facility (EOF)

DETAILS: As a result of the evaluation of the FBI EOF performed in June, 1977, the Inspection of the Technical Services Division performed during the months of February and March, 1978, and in conjunction with the annual Federal Preparedness Agency EOF inspection, a survey of the space utilization at the FBI's EOF was conducted on 6/15/78. Discussions were held with SA [redacted] b6 b7C b7E

[redacted]
[redacted] regarding storage and supply areas of the EOF.

In the past there has been some concern regarding the uncoordinated changes of space in the two lower levels of Building Number 9. However, [redacted] are aware that the overruling requirement of the EOF space is for emergency operations. The attached floor plans illustrate the modifications made to the space over the past several years which is in accord with Congressional requirement that the space serves a dual purpose, i.e., during non-emergency periods serve as regular work space, and during emergency periods serve as an EOF. The changes to this space, to date, have not irreparably affected its use for emergency functions. To preclude such a possibility in the future, it is requested that all space changes be coordinated with the Defense Plans Desk as recommended by the Planning and Inspection Division and agreed to by the participating [redacted] personnel. The required coordination should be accomplished with appropriate memoranda between the involved FBIHQ Divisions.

During the survey some discussion involved rooms numbered 1, 5A, and 6 on the attached floor plans. These rooms are located in the lower level of the EOF, and are currently used for storage, room 1 for surplus property, room 5A for communications equipment and replacement parts, and room 6 for bulk supplies. These three rooms can continue to serve a dual purpose but should be rearranged to clear them for use in the event of an emergency. These areas comprise approximately 8,000 square feet of the EOF and would be needed should the facility be activated for an emergency.

The surplus property stored in room 1 should be appropriately disposed of through General Services Administration.

~~SECRET~~

~~SECRET~~

Memorandum to Mr. Cochran
Re: Space Utilization at the Emergency
Operations Facility (EOF)

[REDACTED]

The storage of certain communications equipment in room 5A restricts use of this room as a communications center, the function for which it is intended. Material stored in this communications center area should be only that which directly supports the communications equipment located there.

b7E

Room number 6 is currently the bulk supply storage area for the [REDACTED] While it appears that this is the only available storage area for these bulk supplies, the supplies could be arranged so that they encircle the room, allowing usable space in the center in an emergency.

~~SECRET~~

RECEIVED IN ENCLAVE

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 01-27-2012

~~SECRET~~

- Mr. J.B. Adams
- Mr. J.J. McDermott
- Mr. D.W. Moore, Jr.
- 1 - Mr. W.O. Cregar
- 1 - Mr. K.E. Joseph

The Attorney General

FEDERAL GOVERNMENT

July 27, 1978

Director, FBI

- 1 - Mr. A.B. Fulton
- 1 - Mr. S.S. Mignosa
- 1 - Mr. P.J. Mullany

(Buplan) - F.B.I.
**MAINTENANCE OF VITAL RECORDS
AT RELOCATION SITE**

By letter dated November 2, 1976, the then Attorney General Edward H. Levi approved a procedure to maintain at the relocation site [redacted] documents reflecting pertinent information regarding subjects of Full Domestic Security investigations and subjects of Full Foreign Counterintelligence investigations (except sources, assets, foreign officials, and foreign visitors). These records were maintained for the sole purpose of their availability in the event of a National Emergency.

b7E

This procedure has been reassessed and found to be no longer necessary for the proper functioning of this Bureau, even in the event of a National Emergency.

Effective July 20, 1978, this procedure was terminated with the destruction of duplicate vital records being maintained at the relocation site [redacted]

EX-121 REC-66 66-12341-3535

MAILED 2
JUL 28 1978
FBI

9 AUG 3 1978

APPROVED:

Director
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.

Adm. Serv.
Crim. Inv.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Tech. Servs.
Training
Public Affs. Off.

PJM:kdr Rdn
(11)

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Servs.
Crim. Inv.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Tech. Servs.
Training
Public Affs. Off.
Telephone Rm.
Director's Sec'y

~~SECRET~~

Classified by 3324
Exempt from GDS, Category 3
Date of Declassification Indefinite

MAIL ROOM ☐

84 AUG 22 1978

RECEIVED IN ENCLAVE

FBI/DOJ

b6
b7C

Date: August 2, 1978

BY LIAISON

To: Director, Federal Preparedness Agency
General Services Administration
18th and F Streets, Northwest
Washington, D. C. 20405

FEDERAL GOVERNMENT

Attention: Director,
Western Virginia Operations Office
FPA/GSA
Room 4203, GS Building

From: Jay Cochran, Jr.
Assistant Director FBI
Technical Services Division

Subject: FBI CADRE PERSONNEL

Delivered to
8/2/78
P.H.
OBVIOUS - EMERGENCY
HEADQUARTERS FOR
FBIHQ

Enclosed for Special Operations Officer are three photographs and completed GSA Forms 9033 and 9030, each accompanied by completed GSA Form 3292, for Messrs. Henry F. Crowley, Frank J. Illig, Jr., Sebastian G. Mignosa, Francis K. O'Brien, Edward J. O'Malley, and John P. Thomas, who are being added to the FBI relocation cadre. The above individuals have "Top Secret" clearance based on an FBI background investigation. They also have "Special Intelligence" clearance. The dates of their clearances are:

	Top Secret	Revalidated	Special Intelligence
Henry F. Crowley	1/3/55	1/3/73	5/10/77
Frank J. Illig, Jr.	11/8/54	1/3/73	1/17/78
Sebastian G. Mignosa	10/11/40	1/3/73	6/9/77
Francis K. O'Brien	1/25/54	1/3/73	7/26/73
Edward J. O'Malley	9/12/60	1/3/73	3/6/73
John P. Thomas	3/12/61	1/3/73	5/9/77

It is requested that badges for FPA Special Facility be issued to them.

2 - Executive Director, FPA/GSA - Enclosures 42
Attention: Special Operations Officer
Room 4203, GS Building
66-17381

NOTE: In the event of a national emergency requiring relocation of Government operations, the above individuals have been designated to relocate to the consolidated Government facility operated by FPA. A special pass issued by FPA is necessary to gain admittance to this facility.

Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____
Asst. Dir.: _____
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
Intell. _____
Laboratory _____
Legal Coun. _____
Plan. & Insp. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
P. Affs. Off. _____
Tele. Rm. _____
Sec'y _____

DIM:can
MAIL ROOM

FEDERAL GOVERNMENT

BY LIAISON

Date: July 28, 1978

To: Director, Federal Preparedness Agency
General Services Administration
18th and F Streets, Northwest
Washington, D. C.

Attention: Director, Western Virginia
Operations Office
FPA/GSA
Room 4203, GS Building

From: Jay Cochran, Jr.
Assistant Director FBI
Technical Services Division

Subject: ~~FBI CADRE PERSONNEL~~

Please delete the following individuals from the
list of cadre personnel of this Bureau:

John C. Coleman
William O. Cregar

The special badges assigned to the above-listed
individuals have been returned to the Federal Preparedness
Agency (FPA) Special Operations Officer.

Enclosed for Special Operations Officer are three
photographs and completed GSA Forms 9033 and 9038, each
accompanied by completed GSA Form 3292, for Messrs. Russell J.
Bruemmer and William A. Bayse, who are being added to the
FDI relocation cadre. The above individuals have "Top Secret"
clearance based on an FBI background investigation. The
date of Mr. Bruemmer's clearance is February 21, 1978, and
Mr. Bayse's clearance is March 13, 1978.

Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____
Asst. Dir.: _____
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
Intell. _____
Laboratory _____
Legal Coun. _____
Plan. & Insp. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Public Affs. Off. _____
Telephone Rm. _____
Director's Sec'y _____

DIM:pld
(7)

APPROVED:

Director _____
Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____

Adm. Serv. _____
Crim. Inv. _____

Ident. _____
Intell. _____
Laboratory _____

See NOTE page 2

Legal Coun. _____
Plan. & Insp. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Public Affs. Off. _____

PERA. RECK UNIT

FBI/DOJ

Director, Federal Preparedness Agency

Messrs. Bruemmer and Bayse also have "Special Intelligence" (SI) clearance. The date of Mr. Bruemmer's clearance is February 21, 1976, and Mr. Bayse's clearance is May 10, 1976.

It is requested that badges for FPA Special Facility be issued to them.

[redacted] Emergency Coordinator for this Bureau, is being added to the FBI relocation cadre. He should be removed from the "Special Exception" listing. In addition to [redacted] having "Top Secret" clearance, he also has SI clearance. The date of [redacted] SI clearance is September 21, 1977.

b6
b7C

2 - Executive Director, FPA/GSA
Attention: Special Operations Officer
Room 4209, GS Building

(Enclosures - 14)

Received
7-31-78

NOTE: In the event of a national emergency requiring relocation of Government operations, Mr. Bruemmer and Mr. Bayse have been designated to relocate to the consolidated Government facility operated by FPA. A special pass issued by FPA is necessary to gain admittance to this facility.

The term "Special Exception" is used by FPA for Emergency Coordinators and their alternates who require access to its Special Facility but are not designated to relocate to that site. [redacted] FBI Emergency Coordinator, is being designated to relocate to the Special Facility and FPA is being advised to remove him from the "Special Exceptions" cadre listing.

FEDERAL GOVERNMENT

BY LIAISON

Date: August 8, 1978

To: Director, Federal Preparedness Agency
General Services Administration
18th and F Streets, Northwest
Washington, D. C.

Attention: Director,
Western Virginia Operations Office
FPA/GSA
Room 4203

From: Jay Cochran, Jr.
Assistant Director FBI
Technical Services Division

Subject: ~~FBI CADRE PERSONNEL~~

Please delete the name of Mr. Robert J. Oglesby, Jr. from the list of cadre personnel of this Bureau. His special badge has been returned to Federal Preparedness Agency (FPA) Special Operations Officer.

Enclosed for Special Operations Officer are three photographs and completed GSA Forms 9033 and 9038 each accompanied by completed GSA Form 3292 for Mr. Conrad S. Banner, who is being added to the FBI relocation cadre. Mr. Banner has "Top Secret" clearance based on an FBI background investigation. The date of Mr. Banner's clearance is March 19, 1962, revalidated January 3, 1978.

It is requested that a badge for FPA Special Facility be issued to him.

REC-114

V-21

DE-78

66-17381-3538

Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____
Asst. Dir.: _____
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
Intell. _____
Laboratory _____
Legal Coun. _____
Plan. & Insp. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Public Affs. Off. _____
Telephone Rm. _____
Director's Sec'y _____

2 - Executive Director, FPA/GSA
Attention: Special Operations Officer
Room 4209, GS Building

Enclosures (7)

66-17381

DIM

DIM

(7)

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1978

MAIL ROOM

APPROVED:

Director _____
Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____

Adm. Serv. _____
Crim. Inv. _____
Ident. _____
Intell. _____
Laboratory _____

Legal Coun. _____
Plan. & Insp. _____
Rec Mgnt. _____
Tech. Servs. _____
Training _____
Public Affs. Off. _____

See NOTE page 2

22 AUG 10 1978

FBI/DOJ

Director, Federal Preparedness Agency
General Services Administration

NOTE:

In the event of a national emergency requiring relocation of Government operations, Mr. Banner has been designated to relocate to the consolidated Government facility operated by FPA. A special pass issued by FPA is necessary to gain admittance to this facility.

BY LIAISON

Date: September 26, 1978

To: Executive Director, FPA/GSA
Room 4200, GS Building
18th and F Streets, Northwest
Washington, D. C.

Attention: Special Operations Officer

From: Jay Cochran, Jr.
Assistant Director FBI
Technical Services Division

Subject: ~~FBI CADRE PERSONNEL~~

Please delete from your listing of effective Federal Preparedness Agency (FPA) Special Facility passes card number 1231, issued to Mr. James O. Ingram, who is a member of the FBI Cadre. Mr. Ingram advised, on September 25, 1978, that the pass had been destroyed by fire while other outdated documents were being incinerated.

You are requested to issue a replacement pass for Mr. Ingram. Information pertinent to the issuance of the replacement pass is on record with your office. Should additional information be required, please contact

1 - Mr. Ingram

66-17381

DFS:pld

(6)

Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____
Asst. Dir.:
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
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Laboratory _____
Legal Coun. _____
Plan. & Insp. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Public Affs. Off. _____
Telephone Rm. _____
Director's Sec'y _____

NOTE: See attached statement furnished by SA James O. Ingram, dated 9/25/78. FPA regulations require that FPA be advised of loss of the FPA Special Facility passes.

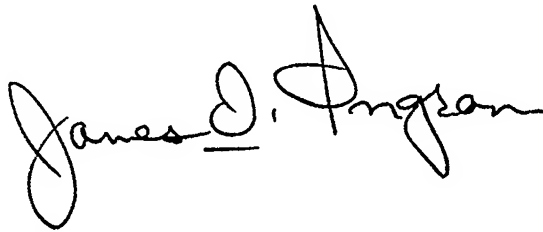
ENCLOSURE

31 OCT 31 1978

FBI/DOJ

September 25, 1978

The Pass which was previously issued to Deputy Assistant Director James O. Ingram, Criminal Investigative Division, by the Defense Plans Desk has been destroyed. This Pass was accidentally destroyed in an incinerator while burning FBI Handbooks. This Pass had been inserted inside a safe cover of the Handbook by SA Ingram and inadvertently was destroyed by fire.

A handwritten signature in cursive script that reads "James O. Ingram". The signature is written in dark ink and is centered below the main body of text.

UNITED STATES GOVERNMENT

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Memorandum

Assoc. Dir. ☒
Dep. AD Adm. ☒
Dep. AD Inv. ☒
Asst. Dir.: ☒
Adm. Servs. ☒
Crim. Inv. ☒
Ident. ☒
Intell. ☒
Laboratory ☒
Legal Coun. ☒
Plan. & Insp. ☒
Rec. Mgnt. ☒
Tech. Servs. ☒
Training ☒
Public Affs. Off. ☒
Telephone Rm. ☒
Director's Sec'y ☒

TO : Mr. McDermott

DATE: 9/1/78

FROM : J. Cochran, Jr. *jc/CB*

SUBJECT: ORIENTATION AND TOUR OF
~~FEDERAL PREPAREDNESS AGENCY (FPA)~~
SPECIAL FACILITY
BUPLANS

PURPOSE: To outline the program related to an orientation and tour of the FPA Special Facility and to solicit from the Director a date on which he will be available for same.

DETAILS: The Director and executives were briefed on relocation procedures on August 29, 1978. At that time, the Director indicated an interest in an orientation and tour of the FPA Special Facility.

Contact has been made with Mr. Edward J. Leonard, Assistant Director for Plans and Operations, FPA Special Facility, regarding such a program. Mr. Leonard advised that the Director of FPA has expressed a desire to accompany Director Webster and has suggested any one of the following dates for the visit: Wednesday, September 6; Wednesday, September 13; Thursday, September 14; Wednesday, September 27; or Tuesday, October 3. A review of the Director's schedule discloses Tuesday, October 3, as the only day on which he is not previously committed. If October 3 is not convenient, a later date can be arranged.

REC-109

The program for officials visiting the Special Facility is as follows:

9:00 a.m.	Depart from the Pentagon by Air Force Helicopter
9:30 a.m.	Arrive FPA Special Facility
10:00 a.m.	Commence briefing
10:45 a.m.	Commence tour of facility
11:30 a.m.	Lunch
12:30 p.m.	Depart Special Facility by Air Force Helicopter
1:00 p.m.	Arrive Pentagon

1 - Mr. Adams
1 - Mr. McDermott

1 -
1 - Telephone Room



DFS:pld

62 NOV 2 1978

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

CONTINUED - OVER

FBI/DOJ

Memorandum to Mr. McDermott
Re: Orientation and Tour of
Federal Preparedness Agency (FPA)
Special Facility
Buplans

Upon indication of a desirable date and the identities of any personnel the Director desires to accompany him, appropriate passes will be obtained for site access. FPA has indicated the maximum number they can handle, including the Director, is eight.

RECOMMENDATION:

That the Director indicate if October 3 is an acceptable date for this briefing and the identities of those personnel he desires to accompany him.

APPROVED: *[Signature]*

OS
Director _____
Assoc. Dir. *[Signature]* _____
Dep. AD Adm. *[Signature]* _____
Dep. AD Inv. _____

Adm. Serv. _____	Legal Coun. _____
Crim. Inv. _____	Plan. & Insp. _____
Ident. _____	Rec. Mgnt. _____
Intell. _____	Tech. Servs. _____
Laboratory _____	Training _____
	Public Affs. Off. <i>[Signature]</i> _____

*also
Mr. Adams.*

*To
go.
Jm*

*Director
Adams
Brennan
Steel
Cochran
Ingram
O'Malley*

~~SECRET~~

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 01-27-2012

DW
Date: January 31, 1979
To: DEFENSE
Mr. John E. Bex
Regional Director
Federal Regional Center
Olney, Maryland 20832

FEDERAL GOVERNMENT

From: Jay Cochran, Jr.
Assistant Director FBI
Technical Services Division

Subject: REQUEST FOR TRAPPED WATER SURVEY

BY PLANS EMERGENCY

During July, 1977, representatives of the Defense Civil Preparedness Agency (DCPA), Federal Preparedness Agency, and other Governmental entities involved in national planning, performed a survey of the Federal Bureau of Investigation (FBI) [redacted] relocation site. Various recommendations concerning structural integrity, communications and life support systems resulted from that survey. Among those recommendations was the following: (U)

b7E

718141

"Conduct a thorough computation of all water available to the EOF as well as projected water requirements during emergency operations. Request DCPA assistance in computing the quantity and availability of trapped water. Identify other nearby sources of trapped water in the event EOF water sources are consumed or lost." (U)

It is understood that personnel assigned to the DCPA Region Two, Federal Regional Center, are qualified to conduct the type of survey recommended by the emergency operating facility (EOF) study group. Your assistance in affording a trapped water survey would be appreciated by this Bureau. (U)

MAILED 6
JAN 31 1979
FBI

- (U) : Dir.
- Dep. AD Adm.
- Dep. AD Inv.
- Asst. Dir.:
- Adm. Servs.
- Crim. Inv.
- Ident.
- Intell.
- Laboratory
- Legal Coun.
- Plan. & Insp.
- Rec. Mgnt.
- Tech. Servs.
- Training
- Public Affs. Off.
- Telephone Rm.
- Director's Sec'y

The FBI EOF is located [redacted]
Please contact [redacted]

EX-120

REC-9 DE-24

66-17381-3543

FEB 1 1979

~~SECRET~~

Classified by 5 49/aw
Exempt from GDS, Category 3
Date of Declassification Indefinite

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(6)

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1/2/90

See NOTE page 2

MAIL ROOM ☒

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b7C
b7E

FBI/DOJ

~~SECRET~~

Mr. John E. Bex

NOTE: A. C. Frank memorandum to Mr. Cochran, 8/3/77, captioned "Buplans Evaluation [] Emergency Operating Facility (EOF)," approved the on-site evaluation of [] EOF as the Bureau's policy relative to the operation and enhancement of the EOF. This letter is consistent with one of the recommendations made in the evaluation report. (S)

b7E

(U)

APPROVED:

Director _____
Asso. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____

Adm. Serv. _____
Crim. Inv. _____
Ident. _____
Intell. _____
Laboratory _____

Legal Coun. _____
Plan. & Insp. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Public Affs. Off. _____

~~SECRET~~

FEDERAL GOVERNMENT

Date: February 16, 1979

To:

From: Jay Cochran, Jr.
Assistant Director FBI
Technical Services Division

Subject: ~~COST ESTIMATE FOR INSTALLATION~~
~~OF BLAST DOORS~~

Reference Special Agent J. S. Murphy's letter to
you dated January 23, 1979.

Personnel assigned to the [redacted] and [redacted]
[redacted] for the Federal
Bureau of Investigation, met with your engineering represen-
tative on February 14, 1979. During that meeting your
representative requested additional information concerning
the structural requirements of the blast doors.

The following should be considered when preparing a
cost estimate for acquisition and installation of the closures:

1. Opening Size:

[redacted]

2. Doors are to swing toward exterior of office space.

3. Doors are to be [redacted]

4. Doors should be able to [redacted]

5. Angle of incidence [redacted]

MAILED 8
FEB 23 1979
FBI

Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____
Asst. Dir.:
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
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Laboratory _____
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Tech. Servs. _____
Training _____
Public Affs. Off. _____
Telephone Rm. _____
Director's Sec'y _____

MAR 16 1979
DFS:cdj (4)

SEE NOTE PAGE TWO

MAIL ROOM ☐

Director _____
Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____

Adm. Serv. _____
Crim. Inv. _____
Ident. _____
Intell. _____
Laboratory _____
Legal Coun. _____
Plan. & Insp. _____
Rec Mgnt. _____
Tech. Servs. _____
Training _____
Public Affs. Off. _____

FEB 26 1979

b7E

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b7E

Commander W. Currie

7.
8.
9.
10.
11.

[Redacted]

b6
b7C
b7E

Should additional information be necessary, please
contact [Redacted] Telephone No. [Redacted]

NOTE: SA [Redacted] Administration and
Operations, Training Division, after consultation with

[Redacted]
Defense Plans Desk, sent the referenced letter to the
Public Works Officer, [Redacted]
soliciting assistance in determining the cost for
installation of blast doors at the FBIHQ Emergency
Operating Facility (EOF). The Public Works Office
representative requested additional information to
assist him in developing the cost estimate. Installa-
tion of blast doors was one of the recommendations
contained in the evaluation of the EOF conducted during
1977. That survey was subsequently approved as Bureau
policy, and this communication represents the initial
step in implementing that policy.

UNITED STATES GOVERNMENT

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Memorandum

~~SECRET~~

TO : Mr. Cochran

DATE: 3/22/79

FROM : W. A. Bayse *WAB*

SUBJECT: ~~EMERGENCY OPERATING FACILITY (EOF)~~
~~SCHEDULE OF ACTIVITIES FOR UPGRADING BUPLANS~~

Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____
Asst. Dir.:
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
Intell. _____
Laboratory _____
Legal Coun. _____
Plan. & Insp. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Public Affs. Off. _____
Telephone Rm. _____
Director's Sec'y _____

Bureau WAR Plans -

Emergency

FOR F.B.I.H.Q.

Reference Systems Review Board response, 2/16/79
(copy attached for information of the Training Division).

PURPOSE: To advise the Training Division of the activities necessary for the upgrading of the EOF, and to formalize the agreement of cooperation regarding tasks to be performed in the enhancement effort. (U)

DETAILS: The Systems Review Board response, 2/16/79, outlines the various tasks necessary to upgrade the EOF to an acceptable and operational level. The assistance of personnel assigned to the Training Division is required inasmuch as that Division has responsibility for the physical operation of the EOF during a national emergency, as well as maintenance of the facility during normal conditions. (S) *PC*

RECOMMENDATION: That the Training Division designate specific individuals, consistent with the tasks to be performed, to assist the Defense Plans Desk in its effort to upgrade and enhance the EOF and its operations. (U)

Per Joseph to Cochran memo 5/1 DE-11

66-17381-3545X

AC, fire protection, food,

APPROVED:

Adm. Serv. _____
Crim. Inv. _____

Legal Coun. _____
Plan. & Insp. _____

boundary, water

Director _____
Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____

Ident. _____
Intell. _____
Laboratory _____

Rec. Mgnt. _____
Tech. Servs. *John Moore*
Training *Staff*
Public Affs. Off. _____

Leon Schickling - Emergency generator

all else

ENCLOSURE

- 1 - Mr. Joseph (Encl.)
(Attn: SA *[redacted]*)
- 1 - Mr. Courtney (info)

~~SECRET~~

23 MAY 23 1979

DFS:pld
(5)

CLASS. & EXT. BY 5
REASON-FCIM II, 1-2.4.2 (2)
DATE OF REVIEW 3/22/99



Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

84 JUN 19 '79

FBI/DOJ

~~SECRET~~

Schmidt

AT

TO MESSRS. COCHRAN, R. 7159, #213
EAYSE, R. 7145, #213
LOYD, R. 7159, #213
CHRISTENSEN, R. 6421, #244
TORFEY, R. 1334, #153
WITTEL, R. 6875, #212
COURTNEY, R. 1863, #153
VALCZYKOWSKI, R. 1863, #153
ARNOGAST, R. 6865, #212.

2/10/79

RE: EMERGENCY OPERATING FACILITY (EOF)
SYSTEM REVIEW BOARD: 1/10/79

1. TS - To facilitate a better understanding of the EOF project and have a visual aid or handout to be used at budget or similar presentations, prepare a matrix showing each essential functional element of the EOF, current status of each element, required status of each element to establish integrated target thresholds at a 30 day requirements level and to achieve a 70 - 75% hypothesis that EOF will remain operational, action(s) required and cost or best estimated cost of action(s) to improve element status to the required level, and best estimate of time to complete each required action.

Attached hereto is the requested matrix. Those dollar amounts noted with an asterisk (*) have already been expended or are obligated, and do not represent required funds.

~~SECRET~~

~~Classified and Extended by 5
Reason for Extension
FCI, II, 1-2.4.2 (2)
Date of Review for Declassification
February 10, 1999~~

66-17381-3545X

ENCLOSURE

~~SECRET~~

b7E

2. TS - Expedite and closely monitor all tasks associated with placing the emergency generator in an operational status. By February 1, 1979, advise the SRB of the status of this task, and every 60 days thereafter until the generator is operational. Include all outstanding aspects of this task in each status memo.

Attached memo to the SRB, 2/1/79, reflects the current status of the emergency generator task.

3. TS - Determine whether manual blast doors are sufficient for the EOF entrances, or whether mechanical blast doors are required.

A meeting with an engineering representative of the Public Works Office, [redacted] and personnel assigned to the [redacted] was held on 2/15/79. In the course of the meeting it was determined that manual blast doors [redacted] The installation of electro-mechanical doors will not increase the survivability of the EOF. Under the scenario of events, as promulgated by the Federal Preparedness Agency, the relocatees will be in place prior to any blast or radioactive fallout. After the detonation of nuclear devices in the vicinity of the EOF, it is extremely unlikely that anyone will arrive at the EOF. Therefore, a relatively unsophisticated blast door is sufficient. An additional consideration is that the more complicated and sophisticated the door, the more expensive it will be. It is the intention of the Defense Plans Desk to acquire the least expensive closures which will fulfill the functional requirements. The Public Works Office has advised it will furnish the FBI a cost estimate for procurement and installation of the type of doors required.

4. TS - Determine the ultimate destination of contaminant washed out of contaminated clothing, and the effects that this contaminant may have on the environment at its destination.

[redacted] has advised that the contaminant washed out of the contaminated clothing would mix with sewage from the EOF and be discharged approximately 75 yards from the building. The point of discharge is above ground and into a gully. The effects of the contaminant on the environment at its destination is considered to be insignificant, inasmuch as the entire environment will be 'hot' with radioactive fallout.

~~SECRET~~

~~SECRET~~

5. TS - Advise the SRP of ¹³⁰⁰our milestones for completing the EOF Operational Plan.

The general EOF Operational Plan has been completed and is currently being reviewed by the various Headquarters Divisions. The operational annexes remain to be written by personnel at the Assistance will be afforded them in preparation of the annexes by the Defense Plans Desk and the Federal Preparedness Agency. It is anticipated that all annexes will be completed by June 30, 1979.

b7E

~~SECRET~~~~SECRET~~

Date: March 13, 1979

BY LIAISON

To: Director, Federal Preparedness Agency
General Services Administration
18th and F Streets, N.W.
Washington, D. C. 20405

FEDERAL GOVERNMENT

Attention: Director
Western Virginia Operations Office
FPA/GSA
Room 4203, GS Building

From: Jay Cochran, Jr.
Assistant Director FBI
Technical Services Division

Subject: ~~FBI CADRE PERSONNEL~~

Please delete the following names from list of cadre personnel of this Bureau: Messrs. Francis X. O'Brien and Frank J. Illig, Jr. Their special badges have been returned to Federal Preparedness Agency (FPA) Special Operations Officer.

Enclosed for Special Operations Officer are three photographs and completed GSA Forms 9033 and 9038, each accompanied by completed GSA Form 3292, for Mr. W. Douglas Gow, who is being added to the FBI relocation cadre. Mr. Gow has "Top Secret" clearance based on an FBI background investigation. The date of Mr. Gow's clearance is June 14, 1965, revalidated January 2, 1979.

Mr. Gow also has "Special Intelligence" (SI) clearance. The date of Mr. Gow's clearance is March 8, 1979.

It is requested that a badge for FPA Special Facility be issued to him.

To assist you in updating your records, the following is submitted:

Mr. Conrad S. [redacted], who is assigned to the FBI relocation cadre, has SI clearance dated August 9, 1978.

Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____
Asst. Dir.:
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
Intell. _____
Laboratory _____
Legal Coun. _____
Plan. & Insp. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Public Affs. Off. _____
Telephone Rm. _____
Director's Sec'y _____

2 - Executive Director, FPA/GSA - Enclosures (7)

Attention: Special Operations Officer
Room 4209, GS Building

11 MAR 14 1979

DFS:cdj (6)

SEE NOTE ON PAGE TWO

PERS. REC. UNIT

APPROVED:

Director _____
Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____

Adm. Serv. _____
Crim. Inv. _____
Ident. _____
Intell. _____
Laboratory _____

Legal Coun. _____
Plan. & Insp. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Public Affs. Off. _____ FBI/DOJ

MAIL ROOM

Director, Federal Preparedness Agency
Attention: Director, Western Virginia Operations Office

NOTE: Mr. Gow has been designated to relocate to the consolidated Government facility, operated by FPA, in the event of a national emergency requiring relocation of Government operations. A special pass issued by FPA is necessary to gain admittance to this facility. Mr. Banner did not have SI clearance at the time his Special Facility pass was requested and that information is being submitted at this time.

b6
b7C

FEDERAL GOVERNMENT

BY LIAISON

Date: April 4, 1979

To: Director, Federal Preparedness Agency
General Services Administration
18th and F Streets, Northwest
Washington, D. C.

Attention: Director,
Western Virginia Operations Office
FPA/GSA
Room 4203, GS Building

From: Jay Cochran, Jr.
Assistant Director FBI
Technical Services Division

Subject: FBI CADRE PERSONNEL

Please delete the name of [redacted]
from the list of cadre personnel of this Bureau. His
special badge has been returned to Federal Preparedness
Agency (FPA) Special Operations Officer.

Enclosed for Special Operations Officer are three
photographs and completed GSA Forms 9023 and 9038, each
accompanied by GSA Form 3292, for Mr. William G. Courtney,
who is being added to the FBI relocation cadre. Mr. Courtney
has "Top Secret" clearance based on an FBI background investi-
gation. The date of Mr. Courtney's clearance is January 9,
1967, revalidated January 2, 1979. He also has "Special
Intelligence" (SI) clearance. The date of this clearance
is July 13, 1978. Mr. Courtney replaces [redacted]
as Emergency Coordinator for this Bureau.

It is requested that a badge for FPA Special

Facility be issued to him.

23 APR 10 1979

Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____
Asst. Dir.:
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
Intell. _____
Laboratory _____
Legal Coun. _____
Plan. & Insp. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Public Affs. Off. _____
Telephone Rm. _____
Director's Sec'y _____

2 - Executive Director, FPA/GSA
Attention: Special Operations Officer
Room 4203, GS Building
66-17381

APR 8 1979

MAIL ROOM ☒

APPROVED:

Director _____
Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____

Adm. Serv. _____
Crim. Inv. _____
Ident. _____
Intell. _____
Laboratory _____
Legal Coun. _____
Plan. & Insp. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Public Affs. Off. _____

(See page 2)

(Enclosures - 7)

Director, Federal Preparedness Agency

NOTE: Mr. Courtney has been designated as Emergency Coordinator for this Bureau and will relocate to the consolidated Government facility, operated by FPA, in the event of a national emergency requiring relocation of Government operations. A special pass issued by FPA is necessary to gain admittance to this facility.

BY LIAISON

P
Date: April 20, 1979 FEDERAL GOVERNMENT

To: Director, Federal Preparedness Agency
General Services Administration
18th and F Streets, Northwest
Washington, D. C.

Attention: Director
Western Virginia Operations Office
FPA/GSA
Room 4203, GS Building

From: Jay Cochran, Jr.
Assistant Director FBI
Technical Services Division

Subject: FBI CADRE PERSONNEL

Buy 1000 - FBI HQ
Enclosed for Special Operations Officer are three photographs and completed GSA Forms 9033 and 9038, each accompanied by completed GSA Form 3292 for Mr. Thomas C. Kelly, who is being added to the FBI relocation cadre. Mr. Kelly has "Top Secret" clearance based on an FBI background investigation. The date of Mr. Kelly's clearance is November 29, 1965, revalidated January 2, 1979.

It is requested that a badge for FPA Special Facility be issued to him.

2 - Executive Director, FPA/GSA
Attention: Special Operations Officer
Room 4209, GS Building

(Enclosures - 7)

Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____
Asst. Dir.: _____
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
Intell. _____
Laboratory _____
Legal Coun. _____
Plan. & Insp. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Public Affs. Off. _____
Telephone Rm. _____
Director's Sec'y _____

66-17381

DM
DIM
(7)

REC-131

9 MAY 4 1979

See NOTE page 2

APPROVED:

Director _____
Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____

Adm. Serv. _____
Crim. Inv. _____
Ident. _____
Inte'l. _____
Laboratory _____

Legal Coun. _____
Plan. & Insp. _____
Rec. Mgnt. _____
Tech. Servs. *get it*
Training _____
Public Affs. Off. _____

MAIL ROOM ☐

97 MAY 14 1979

FBI/DOJ

Director, Federal Preparedness Agency
General Services Administration

NOTE:

In the event of a national emergency requiring relocation of Government operations, Mr. Kelly has been designated to relocate to the consolidated Government facility operated by FPA. A special pass issued by FPA is necessary to gain admittance to this facility.

UNITED STATES GOVERNMENT

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Memorandum

TO : Mr. Adams

DATE: 3/27/79

FROM : Mr. Long

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 01-27-2012 BY 60324 uc baw/sab/clb

Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____
Asst. Dir.: _____
Adm. Serv. _____
Crim. Inv. _____
Ident. _____
Intell. _____
Laboratory _____
Legal Coun. _____
Plan. & Insp. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Public Affs. Off. _____
Telephone Rm. _____
Director's Sec'y _____

SUBJECT: ASSIGNMENT OF INSPECTOR-DEPUTY
ASSISTANT DIRECTOR THOMAS C. KELLY

BUPLANS MATTERS

PURPOSE: To recommend that Inspector-Deputy Assistant Director Thomas C. Kelly be assigned to [redacted] to represent the Administrative Services Division. Mr. Kelly is being recommended for this assignment to replace Mr. Illig who retired recently,

RECOMMENDATION:

That Inspector-Deputy Assistant Director Thomas C. Kelly be assigned to [redacted] as the representative of the Administrative Services Division.

APPROVED:

Director _____
Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____

Adm. Serv. _____
Crim. Inv. _____
Ident. _____
Intell. _____
Laboratory _____
Legal Coun. _____
Plan. & Insp. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Public Affs. Off. _____

RC APR 23 1979

- 1 - Mr. Adams
- 1 - Mr. McDermott
- 1 - Mr. Long
- 1 - Mr. Cochran



ME:mps
MAR 26 1979

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

FBI/DOJ

UNITED STATES GOVERNMENT

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Memorandum

Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____
Asst. Dir.:
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
Intell. _____
Laboratory _____
Legal Coun. _____
Plan. & Insp. _____
Rec. Mgmt. _____
Tech. Servs. _____
Training _____
Public Affs. Off. _____
Telephone Rm. _____
Director's Sec'y _____

TO : Mr. Cochran

DATE: 3/23/79

FROM : W. A. Bayse

SUBJECT: CADRE OF [REDACTED]
FEDERAL PREPAREDNESS AGENCY (FPA) SPECIAL FACILITY
BUPLANS

Re A. C. Frank to Mr. Cochran memorandum, 6/9/78,
captioned "Realignment of Cadre of [REDACTED]
FPA Special Facility, Buplans."

PURPOSE: To submit for approval the assignment of SA William G. Courtney to the cadre of the [REDACTED] which is to relocate to the FPA Special Facility in the event of a national emergency.

DETAILS: Rememo established the policy that when personnel are recommended for assignment to the cadre of the [REDACTED] the recommendation is to be approved by the Associate Director, who is the leader of that team.

Included in the reorganization of the Technical Services Division is the assignment of the Defense Plans Desk to the Administrative Unit, effective 4/1/79. SA Courtney, Chief of that Unit, is being recommended to replace the current cadre member, [REDACTED] Telecommunications Section. By virtue of his supervision of the Defense Plans Desk and his resultant designation as Emergency Coordinator for the FBI, SA Courtney should be designated as a cadre member of the [REDACTED] to enable him to advise the team leader in matters of field office relocation and emergency operations during a national emergency.

RECOMMENDATION: That the Associate Director approve SA William G. Courtney as a member of the Cadre of [REDACTED]

IST-105 MIA DE-53
REC-109

APPROVED:

Director

Assoc. Dir.

Dep. AD Adm.

Dep. AD Inv.

Adm. Serv.

Crim. Inv.

Ident.

Intell.

Laboratory

Legal Coun.

Plan. & Insp.

Rec. Mgmt.

Tech. Servs.

Training

Public Affs. Off.

- 1 - Mr. Adams
- 1 - Mr. McDermott
- 1 - Mr. Courtney

DFS:rcd
MAY 2 1979

MAY 9 1979

UNITED STATES GOVERNMENT

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Memorandum

Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____
Asst. Dir.: _____
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
Intell. _____
Laboratory _____
Legal Coun. _____
Plan. & Insp. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Public Affs. Off. _____
Telephone Rm. _____
Director's Sec'y _____

TO : Mr. Cochran
(Attn: Defense Plans Desk)

FROM : *EJ* E. Joseph

SUBJECT: *E* EMERGENCY OPERATING FACILITY (EOF)

DATE: 5/9/79

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 01-27-2012 BY 60324 uc baw/sab/clc

BUP LANS - F.B.I. 425

Reference Systems Review Board response,
dated 2/16/79 and memo Bayse to Cochran dated 3/22/79.

As requested in Bayse to Cochran memo, the
Training Division will supply assistance in the
following areas. All items listed in Systems Review
Board response as current will not be addressed.

Air conditioning, fire protection, food,
laundry facilities, water will be handled by

(JC) b6
b7c

Medical supplies --

Emergency generator --

should be contacted
regarding all other areas.

66-17381-3550

DE-11, 11 MAY 18 1979

RECOMMENDATION:

That the Buplans Desk contact the above
named individual when assistance is needed.

66-17381

8-W/KEJ

247
1 - Buplans Desk

LFR:jrs.
(4)



Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

FBI/DOJ

97 JUN 13 1979

~~SECRET~~

UNITED STATES GOVERNMENT

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Memorandum

Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____
Asst. Dir.:
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
Intell. _____
Laboratory _____
Legal Coun. _____
Plan. & Insp. _____
Rec. Mgnt. _____
Tech. Servs. WAB / 98
Training _____
Public Affs. Off. _____
Telephone Rm. _____
Director's Sec'y _____

TO : MR. COCHRAN *7/1/79*

DATE: 6/6/79

FROM : W. G. COURTNEY *WGC*

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 01-27-2012

SUBJECT: DESIGNATION OF AN INTERIM

DEFENSE PLANS

BUPIRIS - FBI HQ

b7E

PURPOSE: To request the Director's consideration of naming an interim [redacted] to serve until such time as an Associate Director is appointed. (U)

DETAILS: The FBI has been designated as a Category A agency, and in accordance with Office of Emergency Preparedness (OEP) Circular 9100.2, has designated three executive teams. The OEP Circular states in part:

"Organizations in Category A are to establish three executive complements, or teams, at the National level composed of the minimum number of personnel needed to perform essential national functions during an immediate preattack, transattack and immediate post attack period. In the event of attack emergency, one executive complement would comprise the minimum cadre for continuous departmental or agency leadership from the National office for initiating emergency operations during non-duty hours or directing them in duty hours; a second and a third would each report, on instructions, to separate designated emergency operating facilities outside the Washington, D. C. area, one of which is a consolidated emergency operating facility...." (U)

DE-51

66-17381-3551

The Associate Director has traditionally served as the Team Leader of the cadre which will relocate to the [redacted]

The team is composed of the Associate Director, seven Deputy Assistant Directors, and other investigative and support personnel (totaling 18) representing divisions other than the Training, Records Management, and Planning and Inspection Divisions. The function of this team will be to assume responsibility for direction of the FBI during a national emergency requiring relocation of the civilian government. ~~XX~~

- 1 - Mr. Cochran
- 1 - Mr. Steel
- 1 - Mr. Courtney

Classified and Extended by 5 ~~24 JUN 26 1979~~
Reason for Extension FCIM, II, 1-2.4.2 (2&3)
Date of Review for Declassification 6/6/99

(RECOMMENDATION - OVER)

~~SECRET~~

DFS:jo*

(4)

84 JUL 20 1979

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

FBI/DOJ

~~SECRET~~

Memorandum to Mr. Cochran (continued)

Re: DESIGNATION OF INTERIM [REDACTED]

RECOMMENDATION: That the Director name an interim [REDACTED]
[REDACTED] to serve in that capacity until an
Associate Director is appointed. (U)

b7E

Mr. W. J. Donovan

APPROVED: *WJN*

Director _____
Assoc. Dir. _____
Dep. AD Adm. *GA* _____
Dep. AD Inv. _____

Adm. Serv. _____
Crim. Inv. _____
Ident. _____
Intell. _____
Laboratory _____

Legal Coun. _____
Plan. & Insp. _____
Rec. Mgnt. _____
Tech. Servs. *90/2013* _____
Training _____
Public Affs. Off. _____

*Officials and employees
of [REDACTED]
are attached.
SAB*

~~SECRET~~

[REDACTED] - FBIHQ

A. Official in Charge and Staff

Director

[REDACTED]
Administrative Assistant

[REDACTED]
Special Assistant to the Director

Homer A. Boynton, Jr. Inspector
Public Affairs Office

B. Office of Associate Director

[REDACTED]
Assistant to the Director - Deputy Associate Director

Vacant

Assistant to the Director - Deputy Associate Director

C. Division Officials

Assistant Director Nick F. Stames
Identification Division

Assistant Director Richard E. Long
Administrative Services Division

Assistant Director William L. Bailey
Records Management Division

Assistant Director William O. Cregar
Intelligence Division

Assistant Director Donald W. Moore, Jr.
Criminal Investigative Division

Appendix
Date 5/22/79
Page 1

66-17381-3551

Assistant Director Bell P. Herndon
Laboratory Division

Assistant Director Jay Cochran, Jr.
Technical Services Division

Assistant Director John A. Mintz
Legal Counsel Division

- D. Team will be supported by essential supervisory, stenographic, clerical, administrative, and communications personnel while it is operational at FBI Headquarters. Such personnel will be available on a more limited scale for [] should it in part be relocated to relocation site at the Federal Preparedness Agency (FPA) Special Facility and/or in part or in toto to the FBIHQ relocation site.

b7E

Appendix

Date 5/22/79

Page 1a

[REDACTED] - FPA SPECIAL FACILITY

A. Official in Charge and Staff

Vacant
Associate Director

[REDACTED]
Administrative Assistant

B. Division Officials and Staff

1. Identification Division

Inspector - Deputy Assistant Director Conrad S. Banner

2. Administrative Services Division

Inspector - Deputy Assistant Director Thomas C. Kelly

3. Intelligence Division

Inspector - Deputy Assistant Director Edward J. O'Malley
Section Chief Eugene C. Peterson
Assistant Section Chief [REDACTED]
Unit Chief [REDACTED]

4. Criminal Investigative Division

Inspector - Deputy Assistant Director James O. Ingram
Section Chief Sebastian S. Mignosa
Section Chief W. Douglas Gow

5. Laboratory Division

Inspector - Deputy Assistant Director Vacant

b6
b7C
b7E

Appendix

Date 5/22/79

Page 2

6. Technical Services Division

Deputy Assistant Director William A. Bayse
Emergency Coordinator William G. Courtney

7. Legal Counsel Division

Inspector - Deputy Assistant Director James C. Farrington

8. Secretaries for the above officials



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b7C

C. Space for the Director and 3 of his office staff reserved at
FPA Special Facility for his possible relocation there.

[REDACTED] - FBIHQ RELOCATION SITE

A. Official in Charge and Staff (2)

Assistant Director Lee Colwell
Planning and Inspection Division

[REDACTED]
Administrative Assistant

B. Divisional Officials and Staffs

1. Identification Division (2)

[REDACTED] Fingerprint Technician

[REDACTED] Fingerprint Technician

2. Training Division (27)

Assistant Director Kenneth E. Joseph
Inspector-Deputy Assistant Director James D. McKenzie

[REDACTED] Administrative Assistant

[REDACTED] Division Service Manager

[REDACTED] Facility Management Officer

[REDACTED] Supervisory Electronics Technician

[REDACTED] Nurse

[REDACTED] Radio Maintenance Technician

[REDACTED] Electrician

[REDACTED] Operating Engineer

[REDACTED] Plumber

[REDACTED] Operating Engineer

[REDACTED] Telephone Operator

[REDACTED] Telephone Operator

[REDACTED] Teletype Operator

[REDACTED] , Teletype Operator

[REDACTED] , Teletype Operator

[REDACTED] Teletype Operator

[REDACTED] Teletype Operator

[REDACTED] Teletype Operator

[REDACTED] Teletype Operator

[REDACTED] Unit Chief

[REDACTED] , Radio Maintenance Technician

[REDACTED] Radio Maintenance Technician

[REDACTED] , Radio Maintenance Technician

[REDACTED] Radio Maintenance Technician

[REDACTED] Radio Maintenance Technician

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b7E

3. Administrative Services Division

(5)

Inspector-Deputy Assistant Director L. Clyde Groover

[redacted] Administrative Assistant

[redacted] Personnel Officer

[redacted] Assistant Section Chief

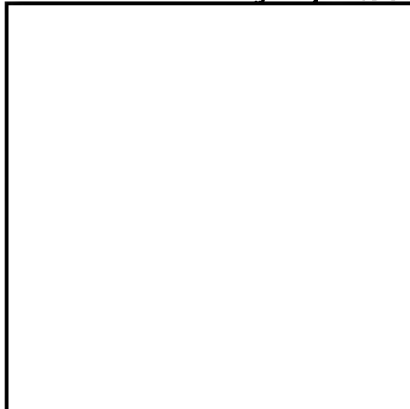
Supervisory Clerk (Payroll Matters)

b6
b7C

4. Records Management Division

(14)

Inspector-Deputy Assistant Director Francis X. O'Brien
J. Gerard Hogan, Records Services Section Chief



5. Intelligence Division

(25)

Inspector-Deputy Assistant Director Arthur B. Fulton

[redacted] Secretary

CI-1

[redacted] Assistant Section Chief

Unit Chief (UC)

[redacted] Supervisor

UC

[redacted] Supervisor

UC

[redacted] UC

[redacted] UC

[redacted] UC

Secretary

[redacted] Secretary

Clerk

[redacted] Clerk

Clerk

Appendix

Date 5/22/79

Page 5

CI-2

Cornelius G. Sullivan, Section Chief

[redacted] UC
[redacted], Supervisor
[redacted] Secretary

b6
b7C

CI-3

Russell Jean Gray, Jr., Section Chief

[redacted] Supervisor
[redacted] Secretary
[redacted], UC
[redacted] Jr., Supervisor

6. Criminal Investigative Division

(6)

Inspector-Deputy Assistant Director Francis M. Mullen, Jr.

[redacted] Assistant Section Chief
John C. Lawn, Jr., Section Chief
Edwin J. Sharp, Section Chief
[redacted] Secretary
[redacted] Secretary

7. Laboratory Division

(11)

[redacted] Assistant Section Chief
[redacted] UC
[redacted], UC
[redacted], Supervisor
[redacted] Translator
[redacted], Translator
[redacted] UC
[redacted] UC
[redacted] Polygraph Program Coordinator
[redacted] Translator
[redacted] Translator

Appendix

Date 5/22/79

Page 6

8. Technical Services Division

(24)

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b7C

Inspector-Deputy Assistant Director Kier T. Boyd

William D. Campbell, Section Chief

John F. Shanley, Section Chief

[redacted] Supply Management Officer

Francis E. Torney, Section Chief

[redacted] UC

[redacted] Electronics Technician

[redacted] Supervisor

[redacted] UC

[redacted] Communications Manager

[redacted] Communications Supervisor

[redacted] Communications Operator

[redacted] Communications Operator

[redacted] Communications Operator

[redacted] Communications Operator

[redacted] Communications Operator

[redacted] Communications Operator

[redacted] Communications Operator

[redacted] Communications Operator

[redacted] Electronics Engineer

[redacted] Computer Scientist

[redacted] Section Chief

[redacted] Clerk

9. Legal Counsel Division

(1)

[redacted] UC

10. Planning and Inspection Division

(4)

Inspector-Deputy Assistant Director Charles E. Price

Inspector-Deputy Assistant Director Marion S. Ramey

Inspector-Deputy Assistant Director Thomas H. Stoy

[redacted] Secretary

Space for Team I reserved at FBIHQ relocation site for possible relocation there in whole or in part.

Appendix

Date: 5/22/79

Page 7

~~SECRET~~

UNITED STATES GOVERNMENT

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Memorandum

Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____
Asst. Dir.:
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
Intell. _____
Laboratory _____
Legal Coun. _____
Plan. & Insp. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Public Affs. Off. _____
Telephone Rm. _____
Director's Sec'y _____

TO : Mr. Bayse *wab/03*

DATE: 7/25/79

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 01-27-2012

FROM : W. G. Courtney *wgc*

SUBJECT: EVALUATION OF FBIHQ EMERGENCY
OPERATING FACILITY (EOF)
TRAPPED WATER SURVEY

BUPLANS
Emergency Headquarters for FBIHQ
PURPOSE: To submit results of the trapped water survey conducted at the FBIHQ EOF.

DETAILS: Attached are two documents, an Engineering Analysis and a Shelter Analysis, provided by [redacted] Shelter Survey Branch, U. S. Corps of Engineers. These documents reflect the results of [redacted] evaluation of the FBIHQ EOF.

[redacted] was requested to perform a water and sewage survey by letter dated 1/31/79. Information concerning other aspects of the EOF was not solicited. The last paragraph of the Engineering Analysis indicates that [redacted] does not concur with the installation of blast doors at the EOF. In A. C. Frank to Mr. Cochran memorandum, dated 8/3/77, it was pointed out that blast overpressure (op) of [redacted] of [redacted] (EC)

[redacted] There is a 47% probability, according to the "Hazard-74" report, that the op will not [redacted]. The primary structure is rated to withstand up to [redacted] according to [redacted] Hazard Evaluation and Vulnerability Reduction Division, Defense Civil Preparedness Agency (DCPA), and there is a 75% probability the op will not exceed that level.

Enclosures (2) *ENCLOSURE V-1 DE-1*

1 - Mr. Bayse
1 - W.G. Courtney (sent direct)

DES:bjt (3)

2 JUL 31 1979

Classified and Extended by 1445
Reason for Extension FCIM, II 1-2.4.2
Date of Review for Declassification July 25, 1999

~~SECRET~~



9 AUG 27 1979 Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

FBI/DOJ

~~SECRET~~

Memorandum W.G. Courtney to Mr. Bayse
RE: Evaluation of FBIHQ Emergency
Operating Facility (EOF)
Trapped Water Survey

[redacted] DCPA,
during the evaluation of the facility in 1977, aggressively encouraged the installation of low level blast doors to insure the integrity of the EOF. In view of the above information and [redacted] concession that he has not made a detailed blast evaluation, his advice appears to be a preliminary opinion and is in conflict with more detailed studies performed by DCPA. A recommendation for installation of low level blast doors has been made and is presently in the approval process. (S) b6 b7C

RECOMMENDATION: For information.

APPROVED:	Adm. Serv. _____	Legal Coun. _____
	Crim. Inv. _____	Plan. & Insp. _____
Director _____	Ident. _____	Rec. Mgnt. _____
Assoc. Dir. _____	Intell. _____	Tech. Servs. <i>wab/ck</i>
Dep. AD Adm. _____	Laboratory _____	Training _____
Dep. AD Inv. _____		Public Affs. Off. _____

- 2 -

~~SECRET~~

FEDERAL GOVERNMENT BY LIAISON

Date: August 16, 1979

To: Director, Federal Preparedness Agency
General Services Administration
18th and F Streets, Northwest
Washington, D.C.

Attention: Director
Western Virginia Operations Office
FPA/CSA
Room 4203, CS Building

b6
b7C

From: William A. Payso
Assistant Director
Technical Services Division

Subject: FBI CAIRE PERSONNEL

0 Bu plans - FBI HQ

Enclosed for Special Operations Officer are three
photographs and completed CSA Forms 9033 and 9038, each
accompanied by completed CSA Form 3292, for [redacted]

[redacted] who are being added to the FBI
relocation cadre. The above individuals have "Top Secret"
clearance based on an FBI background investigation. The date
of [redacted] clearance is August 21, 1967, revalidated
January 2, 1979, and [redacted] clearance is September 12,
1960, revalidated January 2, 1979.

[redacted] also have "Special
Intelligence" (SI) clearance. The date of [redacted]
clearance is December 5, 1972, updated August 11, 1976, and
[redacted] clearance is September 26, 1977.

It is requested that badges for FPA Special
Facility be issued to them.

Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____
Asst. Dir.: _____
Adm. Servs. _____
Crim. Inv. _____
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Intell. _____
Laboratory _____
Legal Coun. _____
Plan. & Insp. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Public Affs. Off. _____
Telephone Rm. _____
Director's Sec'y. _____

Enclosures (14)

2 - Executive Director, FPA/CSA
Attention: Special Operations Officer
Room 4203, CS Building

66-17381

(sent direct)

DFS:bit/46
MAIL ROOM

AUG 15 1979

SEE NOTE PAGE 2.

FBI/DOJ

Director, Federal Preparedness Agency
General Services Administration

NOTE: In the event of a national emergency requiring
relocation of Government operations, [REDACTED]

[REDACTED] have been designated to relocate to the consolidated
Government facility operated by FPA. A special pass issued
by FPA is necessary to gain admittance to this facility.

b6
b7C

FEDERAL GOVERNMENT

Date: June 6, 1979

To: Executive Director, FPA/GSA
Room 4209, GS Building
18th and F Streets, Northwest
Washington, D. C. 20405

Attention: Special Operations Officer

From: Jay Cochran, Jr.
Assistant Director FBI
Technical Services Division

Subject: FBI CADRE PERSONNEL

To assist you in updating your records, this is to advise Mr. Thomas C. Kelly, who is assigned to the FBI relocation cadre, received SI clearance on April 20, 1979.

Plans - F. B. I. H. Q.

66-17381

DIM (4)

NOTE:

Mr. Kelly did not have SI clearance at the time his Special Facility pass was requested. Information required by FPA is being furnished at this time.

Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____
Asst. Dir.:
Adm. Servs. _____
Crim. Inv. _____
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Legal Coun. _____
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Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Public Affs. Off. _____
Telephone Rm. _____
Director's Sec'y _____

MAIL ROOM

84 SEP 20 79

Pers. Rec. Unit

UNITED STATES GOVERNMENT

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Memorandum

0615

Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____
Asst. Dir.: _____
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
Intell. _____
Laboratory _____
Legal Coun. _____
Plan. & Insp. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Public Affs. Off. _____
Telephone Rm. _____
Director's Sec'y _____

TO : Mr. Bayse

DATE: 8/13/79

FROM : W. G. Courtney *wgc*

SUBJECT: ~~CADRE OF~~ [REDACTED]
~~FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)~~
~~SPECIAL FACILITY~~
~~EMERGENCY PLANS~~

OBuplans - F.B.I.H.Q.

Re A.C. Frank to Mr. Cochran memorandum dated
6/9/78, captioned "Realignment of Cadre of [REDACTED]
[REDACTED] FPA Special Facility, Buplans."

PURPOSE: To submit for approval the assignment of Special
Agent Thomas Walczykowski to the cadre of the [REDACTED]
[REDACTED], which is to relocate to the FEMA Special Facility in the
event of a national emergency. *(K)*

DETAILS: Rememo established the policy that when personnel
are recommended for assignment to the cadre of the
[REDACTED] the recommendation is to be approved by the team
leader, currently Executive Assistant Director Lee Colwell.

DE-18 66-17381-3555

Special Agent William G. Courtney is under transfer
to the Jacksonville Field Office and is being replaced by
Special Agent Thomas Walczykowski as the FBI Emergency
Coordinator. As a member of the [REDACTED] SA Walczykowski
will be available to the team leader to furnish advice and
information concerning field office relocation and emergency
operations during a national emergency.

RECOMMENDATION: That Executive Assistant Director Colwell
approve SA Thomas Walczykowski as a member of
the Cadre of [REDACTED] *SEP 12 1979*

APPROVED:

Director _____
Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____

Adm. Serv. _____
Crim. Inv. _____

Ident. _____
Intell. _____

Laboratory _____

Legal Coun. _____

Plan. & Insp. _____

Rec. Mgnt. _____

Tech. Servs. *wab*

Training _____

Public Affs. Off. _____

66-17381

- 1 - Mr. Colwell
- 1 - Mr. Boynton
- 1 - Mr. Walczykowski

DFS:bjt (4)

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

84 OCT 18 '79



FBI/DOJ

~~SECRET~~

UNITED STATES GOVERNMENT

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Memorandum

TO : Mr. Bayse *wab*

DATE: 8/24/79

FROM : T. Walczykowski

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 01-27-2012

SUBJECT: ~~RELOCATION OF THE DIRECTOR~~
~~EMERGENCY PLANS~~

BUPIANS F.B.I.H.Q.

Exec AD Adm. ☒
Exec AD Inv. ☒
Exec AD LES ☐
Asst. Dir.:
Adm. Servs. ☐
Crim. Inv. ☐
Ident. ☐
Intell. ☐
Laboratory ☐
Legal Coun. ☐
Plan. & Insp. ☐
Rec. Mgnt. ☐
Tech. Servs. ☒
Training ☐
Public Affs. Off. ☐
Telephone Rm. ☐
Director's Sec'y ☐

FBI/DOJ

All information contained herein is unclassified except as otherwise noted.

PURPOSE: To advise of the procedures established for rendering assistance to the Director in the event FBI Headquarters operations must be moved from Washington, D.C. during time of national emergency.

SYNOPSIS: In case of national emergency, the Director will be so notified by a senior official during duty hours, or by the Criminal Investigative Division's Night Supervisor, during nonduty hours. During duty hours, the Director will be assisted from his office for possible travel to the Federal Emergency Management Agency (FEMA) consolidated Government facility by Special Agent (SA) Thomas J. Harrington. During nonduty hours he will be assisted by SA William A. Harwood, Jr.; SA Felix T. Holt; night, midnight, or weekend supervisors located in the night duty supervisor's office, Criminal Investigative Division, or duty Agent, Washington Field Office. If desired by the Director, assistance will be provided for his family by SAs Paul N. Verzi and/or Allison C. Semmes. (C)

(U)

DE-18

66-17381-3556

- 1 - Mr. Colwell
- 1 - Mr. Boynton
- 1 - Mr. Moore (Rm 5012)
- 1 - Mr. Mullen (Rm 3012)
- 1 - Mr. Bayse
- 1 - T.J. Harrington (Rm 7222)

- 1 - R.J. Bruemmer
- 1 - M.F. Devine
- 1 - W.A. Harwood (Rm 5437)
- 1 - F.T. Holt (Rm 5210)
- 1 - T. Walczykowski (sent direct)

DES:bjt (12)

9 SEP 12 1979

Classified and Extended by 1445

Reason for Extension FCIM, II 1-2.4.2

Date of Review for Declassification August 24, 1999

66-17381

~~SECRET~~

8-TUES
Director's Sec'y
DOJ



8400113'79 Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

~~SECRET~~

Memorandum W.G. Courtney to Mr. Bayse
RE: Relocation of the Director
Emergency Plans

RECOMMENDATION: For information and approval of the Director.

APPROVED *[Signature]*

PJ Director *[Signature]*

Exec. AD-Adm. *[Signature]*

Exec. AD-Inv. *[Signature]*

Exec. AD-LES *[Signature]*

Adm. Serv. *[Signature]*

Crim. Inv. *[Signature]*

Ident. *[Signature]*

Intell. *[Signature]*

Laboratory *[Signature]*

Legal Coun. *[Signature]*

Plan. & Insp. *[Signature]*

Rec. Mgnt. *[Signature]*

Tech. Servs. *WAB/2AB*

Training *[Signature]*

Public Affs. Off. *[Signature]*

DETAILS: Arrangements have been made to receive warning information from a number of sources. Information concerning a national emergency so received will be authenticated prior to notification of FBI officials.

In the event of a national emergency, the Director will be notified during duty hours by the Executive Assistant Director - Administration, or in his absence, either of the two other Executive Assistant Directors. Should those officials not be available, the Assistant Director of the Technical Services Division will notify the Director. During nonduty hours the Night Supervisor, Criminal Investigative Division, will assume the responsibility for notifying the Director.

Should the President direct movement of top Government officials, arrangements have been made to render assistance to the Director in traveling to the consolidated Government facility operated by the FEMA or to the FBI Headquarters relocation site. During duty hours, the Director will be assisted from his office by SA Thomas J. Harrington, to his official automobile for possible travel to the FEMA site, to the FBI Headquarters relocation site, or to the b7E
 the location of which will be furnished by FEMA with the notification for evacuation.
will transport the Director and other Federal agency officials to the FEMA facility. ~~(S)~~

(U)

- 2 -

~~SECRET~~

~~SECRET~~

Memorandum W.G. Courtney to Mr. Bayse
RE: Relocation of the Director
Emergency Plans

During nonduty hours, the Director will be taken to his relocation site by automobile unless notification is received from FEMA [REDACTED]. If his official automobile is not available at the time, the following FBI personnel are prepared to assist the Director by FBI or personal automobile to a relocation site:



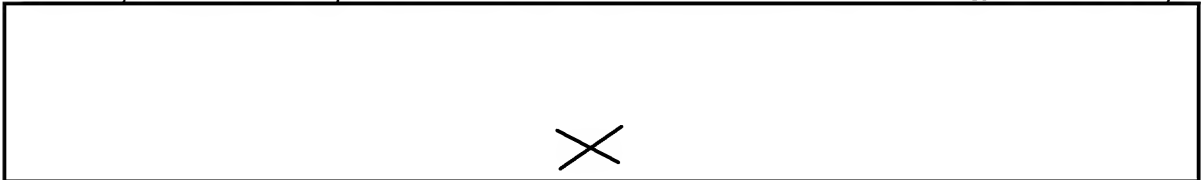
b6
b7C
b7E

Night, Midnight, or weekend Supervisors located in the night duty supervisor's office, Criminal Investigative Division.

Special Agent on duty
Washington Field Office
Telephone: 252-7801

WFO is presently aware of their responsibility to provide alternate transportation of the Director if called upon.

If desired by the Director, assistance for his family, while present in the Washington, D.C., area, will be provided. This assistance will involve transporting the family members by automobile to accommodations in the vicinity



b7E

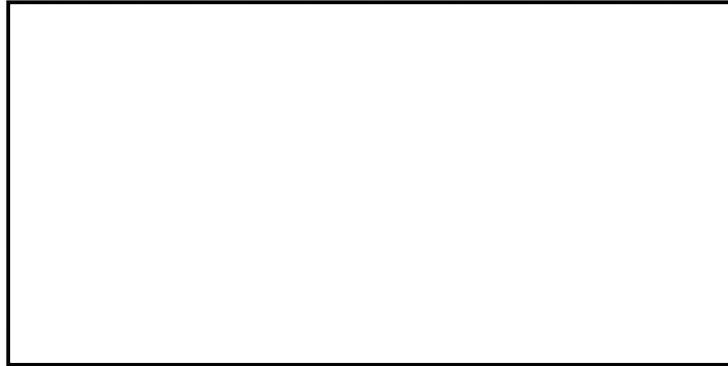
- 3 -

~~SECRET~~

~~SECRET~~

Memorandum W.G. Courtney to Mr. Bayse
RE: Relocation of the Director
Emergency Plans

The following Special Agents assigned to the
Washington Field Office will handle the above responsibilities:



b6
b7C

When not in the Washington, D.C., area, it will be the responsibility of the Special Agent in Charge of the territory in which the Director is located to provide assistance for his relocation in the event of a national emergency. Instructions concerning assistance to the Director and his family have been furnished to all field offices for incorporation in their emergency planning documents.

- 4 -

~~SECRET~~

FEDERAL GOVERNMENT

BY LIAISON

Date: September 11, 1979

To: Director
Federal Emergency Management Agency
18th and F Streets, Northwest
Washington, D.C.

Attention: Director
Western Virginia Operations Office
FEMA
Room 4203, GS Building

From: William A. Bayse
Assistant Director
Technical Services Division

Subject: ~~FBI~~ CALRE PERSONNEL

Please delete the name of Mr. John J. McLermott from the list of cadre personnel of this Bureau. His special badge has been returned to Federal Emergency Management Agency (FEMA) Acting Security Officer.

Enclosed for Acting Security Officer are three photographs and completed GSA Forms 9033 and 9038, each accompanied by completed CSA Form 3292, for Mr. William L. Colwell, who is being added to the FBI relocation cadre. Mr. Colwell has "Top Secret" clearance based on an FBI background investigation. The date of Mr. Colwell's clearance is July 13, 1959, revalidated January 2, 1979. He also has "Special Intelligence" (SI) clearance. The date of this clearance is February 14, 1977.

It is requested that a badge for FEMA Special Facility be issued to him.

Enclosures (7)

2 - Acting Security Officer, FEMA
Attention: Special Operations Officer
Room 4209, GS Building

66-17381

1 - [redacted] (sent direct)

DFS:bjt (6)

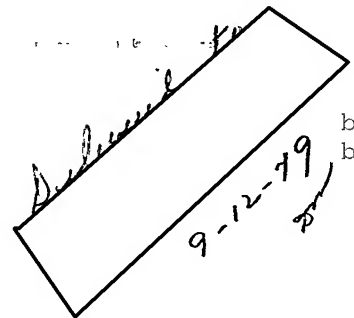
MAIL ROOM ☒

Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____
Asst. Dir.: _____
Adm. Servs. _____
Crim. Inv. _____
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Legal Coun. _____
Plan. & Insp. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Public Affs. Off. _____
Telephone Rm. _____
Director's Sec'y _____

84 OCT 15 '79

SEE NOTE PAGE 2.

PERS. REC. UNIT



Director, Federal Preparedness Agency
General Services Administration

NOTE: In the event of a national emergency requiring relocation of Government operations, Mr. Colwell has been designated to relocate to the consolidated Government facility operated by FEMA. A special pass issued by FEMA is necessary to gain admittance to this facility.

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATIONTO : Mr. W. O. Cregar *WOL*

DATE: 9/25/79

FROM : G. W. Pangburn *GWP*ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 01-27-2012 BY 60324 uc baw/sab/clc

Assoc. Dir. _____
 Dep. AD Adm. _____
 Dep. AD Inv. _____
 Asst. Dir.:
 Adm. Servs. _____
 Crim. Inv. *WOL*
 Ident. *WOL*
 Intell. *WOL*
 Laboratory _____
 Legal Coun. _____
 Plan. & Insp. _____
 Rec. Mgnt. *WOL*
 Tech. Servs. *WOL*
 Training _____
 Public Affs. Off. _____
 Telephone Rm. _____
 Director's Sec'y _____

SUBJECT: CADRE OF [REDACTED]
 FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)
 SPECIAL FACILITY
 EMERGENCY PLANS

Buplans - FBI HQ

Re A. C. Frank to Mr. Cochran memorandum dated 6/9/78,
 captioned "Realignment of Cadre of [REDACTED] FPA
 Special Facility, Buplans."

b7E

PURPOSE:

To submit for approval the assignment of Section Chief
 James E. Nolan to the cadre of the [REDACTED] which is to relocate
 to the FEMA Special Facility in the event of a national emergency.

RECOMMENDATION:

That Executive Assistant Director Colwell approve Section
 Chief James E. Nolan as a member of the Cadre of [REDACTED]
 [REDACTED]

APPROVED:

Director _____	Adm. Serv. _____	Legal Coun. _____
Exec. AD-Adm. _____	Crim. Inv. _____	Plan. & Insp. _____
Exec. AD-Inv. <i>WOL</i>	Ident. _____	Rec. Mgnt. _____
Exec. AD-LES _____	Intell. <i>WOL</i>	Tech. Servs. _____
	Laboratory _____	Training _____
		Public Affs. Off. _____

DETAILS:

Rememo established the policy that when personnel are
 recommended for assignment to the cadre of the [REDACTED] the
 recommendation is to be approved by the team leader, currently
 Executive Assistant Director Lee Colwell.

Section Chief Eugene C. Peterson has retired and is being
 replaced in Section One of the Intelligence Division by Section Chief
 James E. Nolan.

- 1 - Mr. L. Colwell
- 1 - Mr. J. E. Nolan, Jr.
- 1 - Mr. W. O. Cregar
- 1 - Mr. G. W. Pangburn

WDG:mdl
(5)

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

FBI/DOJ

97 NOV 20 1979

OCT 17 1979

8-TU/AF

BY LIAISON

Date: October 16, 1979

To: Director
Federal Emergency Management Agency
18th and F Streets, Northwest
Washington, D.C.

Attention: Director
Western Virginia Operations Office
FEMA
Room 4203, GS Building

FEDERAL GOVERNMENT

From: William A. Bayse
Assistant Director
Technical Services Division

Subject: FBI CADRE PERSONNEL

Buplans - FBIHQ

Enclosed for Acting Security Officer are three photographs and completed GSA Forms 9033 and 9038, each accompanied by completed GSA Form 3292, for Mr. James E. Nolan, Jr., who is being added to the FBI relocation cadre. Mr. Nolan has "Top Secret" clearance based on an FBI background investigation. The date of Mr. Nolan's clearance is June 16, 1958, revalidated January 2, 1979. He also has "Special Intelligence" (SI) clearance. The date of this clearance is August 30, 1978.

It is requested that a badge for FEMA Special Facility be issued to him.

To assist you in updating your records, this is to advise that Mr. Thomas Walczykowski, who is assigned to the FBI relocation cadre, received SI clearance on September 28, 1979.

Enclosures (7)

2 - Acting Security Officer, FEMA
Room 4209, GS Building

66-17381

[Redacted] sent direct)

DFS:bjt (6)

Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____
Asst. Dir.: _____
Adm. Servs. _____
Crim. Inv. _____
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Tech. Servs. _____
Training _____
Public Affs. Off. _____
Telephone Rm. _____
Director's Sec'y _____

APPROVED:

Director _____
Exec. AD-Inv. _____
Exec. AD-Adm. _____
Exec. AD-LES _____

Adm. Serv. _____
Crim. Inv. _____
Ident. _____
Intell. _____
Laboratory _____

Legal Coun. _____
Plan. & Insp. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Public Affs. Off. _____

DE-17

66-17381-3559

SEE NOTE PAGE 2.

MAIL ROOM ☒

79

Director, Federal Emergency Management Agency

NOTE: Mr. Nolan has been designated to relocate to the consolidated Government facility, operated by FEMA, in the event of a national emergency requiring relocation of Government operations. A special pass issued by FEMA is necessary to gain admittance to this facility. Mr. Walczykowski did not have SI clearance at the time his Special Facility pass was requested and that information is being submitted at this time.